

JOB DESCRIPTION

SCHOOLS: Generic		Is this description a generic JD? Yes
GRADE: G3		JEM Reference No: 01-154 Enhanced DBS Required? Yes No
JOB TITLE: Attendance Officer		
REPORTS TO : Headteacher or other designated person		
1.	PURPOSE OF JOB: To assist the administration team in the provision of clerical and administrative duties with regard to student attendance	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	i.	To assist in the compilation of such reports, records and assessment of data as may be required by the school, governors, Education Authority of DfES
	ii.	To assist in the analysis of school attendance registers. To maintain such records as may be required including admissions, leavers and student records
	iii.	To input data onto Integris, or other software, as required
	iv.	To liaise with parents/carers as directed regarding issues relating to individual pupils, including the investigation of absences. Collate and file attendance data
	v.	To analyse and produce reports regarding attendance
	vi.	Co-ordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE No management or supervision required	
4.	CREATIVITY AND INNOVATION Creativity is exercised within a general framework of recognised procedures	
5.	CONTACTS AND RELATIONSHIPS Day to day contact with parents/carers, staff and external bodies on routine matters	

6.	DECISIONS
	a) Discretion Work is carried out within clearly defined policies and procedures, advice can be sought from Line Manager
	b) Consequences Impact is likely to remain local and errors should easily be identified and remedied
7.	RESOURCES
	Postholder may be required to handle cash when undertaking reception duties
8.	WORK ENVIRONMENT
	a) Work Demands Work is subject to some interruptions from reception/telephone duties. This is part of the role and does not cause any significant change to the overall tasks
	b) Physical Demands General office work that may require long periods working at a computer
	c) Working Conditions School environment
	d) Work Context Some direct contact with parents/carers, students and colleagues on matters that are routine but occasionally contentious
9.	KNOWLEDGE AND SKILLS
	No formal qualifications required Computer literate Keyboard skills Desirable – 6 months relevant experience NVQ2 , CLAIT or equivalent
10.	GENERAL
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.	

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			
Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.			
Guidance on the completion of this JD is available from your Directorate HR Adviser.			