



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Attendance and Administration Officer

GRADE: Band 5

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

To monitor student attendance and punctuality. To respond promptly to unexplained absence and assist the school in improving overall attendance and punctuality rates. To provide professional administrative work within the school, maintaining confidentiality at all times.

Key Tasks of the Post:

1. To work with students and their families to improve their attendance. This will be achieved by:

- Monitoring and recording whole school daily attendance.
- Contacting home for non-attenders on a daily basis.
- Keeping accurate up to date records of all students/parents who have been contacted regarding attendance and/or punctuality.
- Sending letters to parents and guardians for poor attendance.
- Liaising with internal and external agencies in regard to attendance.
- Tracking attendance and rewarding positive outcomes for students.
- Requesting penalty notices from the attendance monitoring team.
- Reporting all attendance figures to internal and external agencies.
- Ensuring registers are marked and within legal guidelines.
- Focusing on reducing the number of PA (persistent absentee) students.
- Analysing and producing reports on all attendance data including persistent absenteeism data.
- Assisting the school in identifying students with attendance concerns, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality.

2. You will provide efficient and effective support to the administration of the school. You will:

- Assist with management of manual and computerised record/information systems including registers and records of dinner money.
- Analyse and evaluate data/information and produce reports/information/data as required. Undertake typing and word processing and complex IT based tasks.

- Provide personal, administrative and organisational support to other staff.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns, etc., including those to outside agencies e.g. DfE.
- Deal with more complex reception/visitor matters.
- Organise school trips/events in consultation with the Educational Visits Co-ordinator.
- Organise admission of nursery children, communicating relevant information with parents and maintaining appropriate records.
- Manage the school website.
- With the support of teaching staff and SLT, produce a monthly newsletter for parents.

General Duties:

- To undertake routine filing and admin tasks.
- To provide information to the Head Teacher/Teachers as appropriate, to enable them to carry out their role.
- To be responsible for health and safety of self and others and adhere to the school health and safety policy and procedures.
- To perform any other duties as may be reasonable required by the Head Teacher commensurate with the grade of the post.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: EC/KDS

Date: 23/11/2020