



Attendance Manager

JOB DESCRIPTION

**Grade range 23 – 25 (£30,151 - £32,020) Pro Rata
Pro rata: £27,505.57 - £29,210.58**

HOURS: 37 hours – 8:00-4:00

RESPONSIBLE TO: Member of the Senior Leadership Team

PURPOSE OF JOB

To ensure that students are attending and that barriers to learning through attendance are addressed and patterns are recognised and reduced. Line managing the Attendance support officer and managing registers, absence calls, families and outside agencies to further impact attendance across the school.

Support to Students

- Undertake administration duties and be the first contact for attendance related queries in school
- Assist with student queries and welfare requests, directing as appropriate
- Support with reducing attendance and punctuality barriers
- Collate information and data related to attendance and support issues in school

Support to Parents and Visitors

- Undertake administration duties being the first contact for all attendance issues in school
- Undertake face to face meetings regarding attendance and punctuality
- Direct and assist visitors as required and make arrangements for their collection

Support to School

- Promote and safeguard the welfare of children and young people you come into contact with
- Support and promote the school ethos and contribute to the overall aims of the school
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and performance development as required



Behavioural Attributes

- Committed to the provision and improvement of quality service
- Motivation to work with young people
- Friendly yet professional and respectful approach demonstrating support and showing mutual respect
- Open, honest and an active listener
- Takes responsibility and accountability
- Committed to the needs of the students, parents and staff and challenges barriers and blocks to provide an effective support service
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others to achieve expectations
- Is adaptable to and welcomes change
- Acts with pace and urgency being energetic, enthusiastic and decisive
- Communicates effectively
- Has the ability to learn from experiences and challenges
- Is committed to the continuous self-development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills

Person Specification

The successful candidate will have all or most of the following:

- Willingness to support our Catholic ethos
- A confident communicator who enjoys dealing with staff, students & visitors
- Experience of working in an administrative function in a busy front of house environment
- Excellent Keyboard/IT skills
- Good numeracy and literacy skills
- Good organisational skills, the ability to plan and prioritise effectively
- Enthusiasm and flexibility
- A sense of humour and sense of perspective
- Ability to relate well to students and adults
- Ability to work constructively as part of a team
- An understanding of safeguarding within an education setting