



Grace Academy Solihull

Job Description



Role:	Administrator for Attendance
Responsible to:	Senior Leadership
Based at:	Grace Academy Solihull
Hours:	37 hours per week, 39-41 weeks per year
Grade:	Grade F of the Tove Learning Trust payscale

Job Context

To facilitate the administration of all student attendance records. The successful candidate will ensure accurate and timely recording of student attendance, support in the implementation of attendance policies, and provide administration support to students, parents, and staff regarding attendance-related matters. To provide, under the instruction or guidance of senior staff, administrative support in all issues related to raising standards of student attendance and punctuality.

Key Responsibilities

- To provide administration support in the operational aspects of the Attendance system including software and in school processes, to ensure statutory and legal requirements are met
- Checking all forms of parental communication to establish absence and accurately recording any reported absence and reasons
- Accurately record and monitor student attendance on a daily basis, including absences, lates, and early leavers. To be responsible for the inputting of attendance related data on the Academy Attendance system – ensuring correct use of attendance codes
- Ensure registers are completed efficiently and refer any issues with completion to appropriate staff.
- Contact parents/ carers when their child is absent from school following absence protocols and update attendance/ absence records using feedback from parents/ carers
- Check registers for absentees and make first day response calls or send texts, ensuring records of all telephone calls to parents are kept.
- Check attendance of students at Alternative Provision.
- Chase and update all marks
- Ensure that all administration, data input and analysis in relation to student attendance is completed to an exceptionally high standard
- Provide leaders with attendance information as requested
- Support in the administration and processing of absence requests
- Support with the administration related to fixed penalty notices
- Support with the ongoing monitoring and improvement of student attendance
- Provide support administration support to other parts of the Academy
- Providing the Dfe and Local Authority with appropriate information as requested

Training and Development

- Previous Attendance experience is desirable but not essential- all training will be provided
- The School is committed to personal and organisational development of the individual.

Due to the involvement with sensitive pupil information this position requires discretion and confidentiality.

The post holder will be encouraged to participate in training and other learning activities as required including appraisal

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities, this may include lunch and break duties and first aid.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.