

## Job Description

### Attendance Assistant

Attendance Assistant	
Reporting to:	Attendance Manager, Vice Principal
Hours:	25 hours per week, term time only=39 weeks per year Monday to Friday 8.30am-1.30pm

All employees of The Chalfonts Community College are required to understand and contribute to the school's objectives and core values

#### Job Purpose:

The Attendance Assistant will work alongside the Attendance Manager and key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

It is important to:

- Promote and support high levels of attendance
- To support students in achieving their full academic potential
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers

#### Duties and Responsibilities

##### Principal Accountabilities:

- To identify and work with individuals and groups of students, using regular attendance checks
- To work closely with parents/carers and students to improve levels of attendance
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers
- Knowledge of SIMS would be an asset, but is not essential, as full training will be provided

##### Duties:

- To work with groups of students to improve levels of attendance
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate
- To undertake home and school visits as designated by the school
- To interpret information relating to attendance patterns and to identify key areas of concern for Year Leaders as well as members of the Senior leadership Team
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance record
- To follow School Policy of 'first day contact' within the school
- To check and remind any necessary staff to complete registers
- To ensure all unexplained absences are accounted for or send automated email requesting an explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date

- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND Department
- To arrange weekly meetings with Year Leader to discuss in detail attendance for each Year Group
- To liaise with the safeguarding team regarding child protection
- To input timely information i.e. exams, music trips, sporting events, work based learning appointments, absence reports etc and to keep essential staff updated
- To check accuracy and correct coding on registers
- To print off registers on a regular basis to be used in the event of an emergency
- To follow Attendance policy and send out letters as required including any follow up, eg Penalty Notice paperwork
- To be responsible for the administration of Application for Leave of Absence and follow up Penalty Notice paperwork
- To provide updates for staff on student attendance
- To collate, maintain and update attendance data
- To work alongside relevant staff, contact teachers, Senior Management, Learning Support assistants to improve attendance
- To keep up to date with SIMs training

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

**NB:** All staff are required to complete a 3 month probationary period during which time suitability for the post will be assessed.

**Person Specification**  
Attendance Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Personal</b>	<ul style="list-style-type: none"> <li>▪ Flexibility.</li> <li>▪ Ability to use own initiative.</li> <li>▪ Resourceful, patient and resilient.</li> <li>▪ Calm, unflustered manner.</li> <li>▪ Ability to work in a team and alone.</li> <li>▪ Excellent communication skills.</li> <li>▪ Commitment to equal opportunities in service delivery and employment.</li> <li>▪ Flexible approach to supporting children and families.</li> <li>▪ Ability to maintain a professional manner in challenging situations.</li> <li>▪ Confidence to challenge difficult behaviour.</li> <li>▪ Confidence to challenge other professionals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enjoys working within education</li> <li>▪ A friendly manner and good sense of humour</li> <li>▪ Smart appearance</li> </ul>	<p>Interview</p> <p>Application form</p> <p>References</p>
<p><b>Competence</b></p> <p>Knowledge Abilities Skills Experience</p>	<ul style="list-style-type: none"> <li>▪ Good organisational and good time keeping skills.</li> <li>▪ Good inter-personal skills including mediation and conflict resolution.</li> <li>▪ Demonstrable awareness of legislation relating to school attendance.</li> <li>▪ Demonstrable awareness of legislation relating to the welfare and protection of children.</li> <li>▪ Demonstrate awareness of risk</li> <li>▪ Experience of working in an educational and/or social care setting with young people.</li> <li>▪ Effective communication with children, carers and other professionals.</li> <li>▪ Ability to display an understanding of social/welfare issues as they affect children, families and schools.</li> <li>▪ Ability to work on own initiative within departmental protocols/procedures.</li> <li>▪ Ability to deal with difficult situations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to work under pressure</li> <li>▪ A positive attitude to personal development and training</li> <li>▪ Ability to prepare and write reports and produce factual and statistical information as required.</li> <li>▪ Knowledge of the education system</li> <li>▪ Experience in working within statutory/voluntary agencies dealing with children and families.</li> <li>▪ ICT Literacy</li> </ul>	<p>Application form</p> <p>References</p> <p>Certificates*</p> <p>Interview</p>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>▪ Good level of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>▪ NVQ Level 3 or equivalent</li> <li>▪ 5 GCSE's including grade C in English and Maths</li> </ul>	<p>Application form</p> <p>References</p> <p>Certificates*</p>

<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>▪ No adverse criminal record.</li> <li>▪ Visiting families in their homes is a regular requirement of this post.</li> <li>▪ Flexibility in work pattern may be required occasionally.</li> <li>▪ Car owner or access to mobility transport</li> <li>▪ Full driving licence</li> </ul>		<p>DBS Disclosure</p> <p>Application form</p> <p>References</p> <p>Certificates*</p> <p>Interview</p>
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\* Please note original certificates will be required by shortlisted candidates