



## **JOB DESCRIPTION**

Job Title:	<b>Attendance Support - Letters and Bookings</b>
School:	<b>The Cornerstone Academy</b>
Responsible to:	<b>Assistant Principal – Admissions &amp; Attendance</b>

### **Purpose of Role**

1. To support the attendance team by ensuring day to day attendance administration is completed for all members of the attendance team. Which could include:
  - Running reports and producing letters for parents in line with statutory guidance using local authority templates.
  - Managing the attendance team calendar to ensure parent meetings are booked in.
  - Preparing paperwork for local authority intervention, such as fixed penalty notices.
2. To support the co-ordination of attendance rewards for students as directed by the Assistant Principal.
3. To support in ensuring accurate coding of registers by all staff through the school day.
4. To support staff in raising the profile of good attendance throughout the school through supporting the upkeep of attendance boards.
5. To advise staff, families, and other agencies on statutory requirements in relation to school attendance and provide support, advice and guidance to enable parents/carers to meet these.

### **Main Duties & Responsibilities**

1. To provide administrative support to attendance team through the use of systems to generate letters to parents regarding student attendance.
2. To produce paperwork in preparation for the local authority to request legal action following student absence and in line with guidance.
3. To co-ordinate the booking of meetings with parents, and professionals, as per local authority guidelines for the attendance team and managing the attendance diary.
4. To liaise with other teams within the school is appropriate regarding parent meetings.
5. To support in the production of paperwork to initiate appropriate legal action to ensure the school is carrying out statutory responsibilities in respect of students. This may include preparing statements, presenting evidence, or requesting penalty notice fines or other legal sanctions to be initiated.

6. To monitor and oversee the process for in year changes to school placement and ensure the LA policy is followed, including the tracking of children missing in education.
7. To support in the upkeep and maintenance and creation of school attendance boards promoting positive school attendance.
8. To support in monitoring staff accurate recording, coding and timeliness.
9. To monitor the school absence email address and telephone line. Accurately recording pupil absence and reason given.
10. To maintain accurate and up to date records
11. In the absence of Attendance Administrator ensure all registers are completed in an accurate and timely manner
12. Alert staff to the specific needs of children in need or with vulnerable circumstances
13. Liaise with the Assistant Principal to inform them of issues and ongoing cases
14. Liaise with Social Care over ongoing or potential cases and other members of the Inclusion team to ensure a 'team around the child' approach is taken
15. Access to resources and attend any relevant or refresher training courses

**Other duties:**

1. Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.
2. Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
3. Retain the confidentiality of all aspects of school life.
4. Encourage a culture of listening to children and taking account of their wishes and feelings among all staff, in any measures the Academy may put in place to protect them.
5. Undertake appropriate external training on Safeguarding, Child Protection and attendance, as appropriate, and remain well informed of current procedures and best practice
6. Contribute to the termly LGB Safeguarding report
7. Undertake such other duties as may be required from time to time commensurate with the level of the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
8. Comply with all decisions, policies and standing orders of the school, United Learning and BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
9. Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedures.

Prepared by: The Cornerstone Academy

October 2024

This job description is current at the date shown, but following consultation with you, may be changed by the principal to reflect or anticipate changes in the job which are commensurate with the salary and job title

*I confirm that I have read and understood the details contained in this job description.*

*I understand that by signing this document, I agree to the terms and conditions contained within it.*

<b>Signed</b>	
<b>Print Name</b>	

<b>Dated</b>	
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## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Attendance Support - Letters &amp; Bookings</b>
	<b>The Cornerstone Academy</b>

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous school experience desirable</li> <li>• Experience in Emotional Literacy Support desirable</li> <li>• Microsoft IT and data analysis</li> <li>• Management Information system experience desirable</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>• Level 3 Safeguarding trained or willingness to undertake training</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent inter-personal skills</li> <li>• Ability to handle confidential information with discretion</li> <li>• Ability to understand, respect and value young people's views</li> <li>• Pro-active and display initiative</li> <li>• Analytical/problem-solving aptitude</li> <li>• Methodical approach to work</li> <li>• Outstanding organisational skills and ability to work within deadlines</li> <li>• Good team player, but also to work autonomously</li> </ul>	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of school's behavior and management policy and procedures</li> <li>• Knowledge of school's fire and emergency procedures</li> <li>• Knowledge of Child Safeguarding procedures</li> </ul>	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• Self-motivated, flexible and open to change</li> <li>• Enthusiasm for working in an educational environment</li> <li>• Motivation, personal confidence, leadership and negotiation skills</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced DBS check</li> </ul>	Application form References DBS process