



Job Title	Attendance Administrator
Salary	Grade J

Aim and main purpose of the job

To support the Attendance Manager in the collection, recording and reporting of student absence data in accordance with the current policies of the school.
To support the Attendance Officer in monitoring and responding to student absences.

Main Duties and Responsibilities

Attendance Tasks:

1. Produce letters to parents in response to absences.
2. Prepopulate referral forms.
3. Update the SIMS database with information from registers, voicemails, emails and texts in relation to absences.
4. Type minutes taken from meetings and distribute to relevant staff.
5. Produce posters encouraging attendance and update noticeboards.
6. Updating spreadsheets with detailed information about the recorded absences.
7. Liaise with outside agencies regarding meetings and fixed penalty notices.
8. Scan and file confidential paperwork in line with GDPR requirements.
9. Contact key stakeholders to clarify student absences.
10. Such other duties as may be compatible with the nature of the post, as reasonably requested by the Headteacher.

Details of Line Management

The post holder is line managed by the Attendance Manager.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job.