



Attendance Support Administrator

Salary / grade range	Grade A1 Sc pt 1 - 2 £9.25 per hour 9.15am - 10.45am daily
Location	Co-op Academy Beckfield
Contract	7.5 hours a week. Temporary until 22nd July 2022
Reports to	Learning Mentor

Purpose of role:

You will support our Learning Mentor to promote excellent levels of attendance across the school by following policy and procedures to ensure excellent school attendance. You will support the implementation of initiatives to improve attendance.

Key accountabilities (and specific duties / responsibilities):

- Make first day absence calls to parents of absent pupils
- Log absence on the school system
- Alert the learning mentor to any concerns and log on the school child protection system
- Make follow calls if necessary
- Alert the learning mentor to make home visits if necessary
- Produce attendance reports and prepare certificates and rewards when needed

Training and supervision

- Attend training and supervision as deemed appropriate for safe effective practice.

Policies

All colleagues will fully support and champion, Safeguarding, Child Protection, Equality and Diversity and the Prevent agenda at all times, as appropriate.

Colleagues will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> GCSE in Maths and English C+ Further qualifications in related area 	D D	A A
Experience <ul style="list-style-type: none"> Experience of making customer support calls or liaising with parent Experience of using SIMs management information system Experience of handling sensitive data and upholding the principles of confidentiality Experience of working in a multi- agency environment 	D D D D	A, I A, I A, I A, I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Ability to work with a range of people with the aim of ensuring the safety and welfare of children Excellent record keeping skills and attention to detail, in order to produce reports and document attendance Effective communication and interpersonal skills Ability to build effective working relationships Good ICT skills Good interpersonal skills 		A, I A A, I A, I A, I
Personal Qualities <ul style="list-style-type: none"> Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school Commitment to equal opportunities Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to ensuring the safety and welfare of children 		A, I A, I A, I A, I



Academies Trust

<ul style="list-style-type: none">• Act with integrity, honesty, loyalty and fairness• Effective communicator and team player• Energy, enthusiasm and a sense of humour• Willingness to contribute to the wider life of the Academy		 A, I
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.