



School Name: Acklam Grange School
Post Title: Attendance and Welfare Administrator
Responsible to: Headteacher
Identified Assistant Headteacher

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To provide a professional administration service and adhere to the School attendance procedures.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

- Report to the Education Welfare Officer
- Day to day processing of statutory attendance records (student registers)
- Maintain lesson monitor module
- Providing excellent customer service when dealing with external phone calls
- Communication with stakeholders
- Recording necessary information on CPOMS
- Prepare School correspondence to stakeholders to a high standard in the appropriate 'house' style
- Day to day processing of leave of absence forms and Fixed Penalty Notices
- Preparation of weekly attendance information
- Liaison with year teams and form tutors regarding attendance records and providing them with daily attendance data
- Liaison with teaching and behaviour staff regarding missing marks
- Monitoring of attendance records as directed by the Education Welfare Officer/Assistant Headteacher, Pastoral staff and SLT (attendance spot checks)
- Preparation of information for use by staff and the Education Welfare Officer (EWO) in attendance meetings
- General administration duties as required.
- Supporting preparation of legal documentation for attendance proceedings.

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.