

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Attendance Officer and Assistant to Pastoral Team
Reporting to:	Office Manager
Department Overview	The School Office support team plays an integral role in the operation of Withington Girls' School, working closely with teachers and the Senior Leadership Team (SLT), as well as other stakeholders including prospective and current parents, alumnae and local community. The Pastoral Team supports all aspects of pupil health, safety and wellbeing: monitoring attendance and accurate communication and record keeping is a crucial aspect of our safeguarding work.
Role Overview	<p>The Attendance Officer will work with key school staff, pupils and parents to promote excellent attendance and reduce levels of absence. They will also be responsible for developing and providing administrative support to the Pastoral Team.</p> <p>The normal working hours shall be 8:30 am – 4:30 pm Monday to Friday, 37.5 hours a week, term time only. There is flexibility with this role to consider term time only working (with a requirement to work 3 weeks during the school holiday period in line with school needs) or working all year round (with 5 weeks annual leave entitlement). Additional hours may also be necessary for the proper performance of their duties, such as Open Days, Open Mornings, and evening pastoral events.</p>
Main duties and responsibilities:	<p><u>PASTORAL (INCLUDING ATTENDANCE)</u></p> <ol style="list-style-type: none"> 1. To undertake the day to day management of attendance, in line with the School Policy including: <ol style="list-style-type: none"> a. To ensure that all attendance data is entered into the School's Management Information System on a daily basis and that absence is recorded accurately; b. To work with and support the Form Tutors/Shadows, as necessary, regarding the accurate completion of their online registers (this could include on-the-job training). To ensure all registers are completed and no missing marks or unexplained absences remain; c. To liaise with Reception to obtain information about girls arriving late, as documented in the late sheets; d. To obtain information from the Absence Line for girls who will not be in school and to liaise with Reception for any other girls whose parents have called in;

- e. To follow up unexplained absences by checking whether the pupil is in school or calling home, as appropriate;
 - f. To provide a report, as directed by the Deputy Head and Pastoral Team, alongside the attainment grades on any concerns regarding pupil absence ;
 - g. To follow all protocols of data protection and confidentiality, whilst sharing the monitoring findings, concerns and relevant information with the Deputy Head and Pastoral Team as appropriate.
 - h. To identify with the Deputy Head any training interventions or necessary communication to staff with regards the accurate completion of registers.
 - i. To work with the Pastoral Team to ensure that any new staff have received the necessary education and training and understand the importance of accurate on-line registration.
 - j. To assist and check records prior to the Census (completed by the Headmistress' PA) to ensure school attendance is accurate and up to date – ISI is submitted in January and DfE in October.
 - k. To ensure that all registers are updated and can easily be accessed in the event of a fire alarm
 - l. To carry out such other duties, as may be reasonably required, to ensure the effectiveness of the Attendance Officer role.
2. To provide administrative support to the Pastoral Team, including:
- a. To work with the Deputy Head and Head of Year team on the preparation of paperwork for parents' evenings and parents' breakfasts. The work will include letters; attendance lists and preparation and issuing of badges.
 - b. To work with the Deputy Head to provide administration support for the NQT Training Days, to include: sending out invitations, arranging catering, setting up rooms, labels for delegates, liaising with ISTIP, presence on the day.
 - c. Y7 induction: compiling welcome packs as directed by the Head of Year 7 and SLT
 - d. To input new Year 7 pupils' forms, school houses and assemblies into the School's Management Information System once lists are finalised by the Head of Year.
 - e. To organise the arrangements for School photos in the autumn term and again in the summer for Year 11 and Year 13 pupils.
 - f. To provide the safeguarding administrative support for visiting speakers to the school, ensuring the Headmistress is aware of and has approved all visitors, and that the responsible teacher has fully completed the Visiting Speaker form.
 - g. To attend and take minutes of the half-termly Head of Year meetings, ensuring minutes have clear actions and accountabilities and are approved and issued in a timely manner.

- h. To assist the lead teacher with administration of booklet for Citizenship Day: checking names, formatting content and coordinating the printing and distribution to staff.
- 3. To coordinate and manage the procedure for allocating lockers to pupils, including resolving any issues in relation to lost keys, broken locks etc.

OTHER RESPONSIBILITIES

- 4. To always be alert in ensuring that any ringing telephone, whether that be in the School Office or Reception, is never left unanswered, and is answered and dealt with in a professional manner.
- 5. To assist the school in the organisation and delivery of the Summer Camp programme, working alongside the Office Manager.
- 6. To be responsible for the daily outgoing post; franking and arranging special delivery letters/parcels as required
- 7. To undertake any additional duties as and when required by the Office Manager, including (but not limited to) deputising for the Office Manager when not in school; assisting with Reception duties during periods of absence; supporting team members during busy periods for the department.
- 8. To uphold the ethos of the school;
 - a. To take part, attend and contribute in all CPD/training days;
 - b. In all aspects of the post, to be fully aware of the school's Safeguarding and Health and Safety procedures.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE or equivalent level, with C or above gained in English and Maths 	<ul style="list-style-type: none"> • Health and safety qualification- IOSH • CIPD qualification 	<ul style="list-style-type: none"> • Production of the Applicant's original certificates
Experience	<ul style="list-style-type: none"> • Experienced in administrative work • Fully proficient in the use of Microsoft Office packages • Experience of operating in a discreet and confidential environment • Good knowledge of School IT Systems • Experience of management information systems 	<ul style="list-style-type: none"> • Experience of working within a school • Experience of Schoolbase or similar system 	<ul style="list-style-type: none"> • Contents of the application form • Evidence of work experience • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding requirements in a school • Excellent organisational and time management skills • Diligent working manner and excellent attention to detail and accuracy • Excellent communication skills, and both confident and articulate in conveying a message • Good telephone manner in dealing with a range of callers • Excellent relationship builder- can build rapport with people at all levels, both within and outside of the School. Ability to establish positive relationships with teaching and non-teaching staff and pupils • Ability to manage multiple tasks and deadlines • Competence in the use of IT systems • Work flexibly and constructively as part of a team, understanding school roles and responsibilities 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

	<ul style="list-style-type: none"> • Up to date knowledge of child welfare issues • Excellent command of English both spoken and written 		
Personal competencies and qualities	<ul style="list-style-type: none"> • Interpersonal skills. Demonstrable ability to listen, be inquisitive, build rapport and communicate effectively with people of different backgrounds • Communication. Ability to provide both written and verbal messages that are clear and accurate • Creativity. The ability to adapt to new situations and address problems from new perspectives • Reliability. Attention to detail, deadlines and budgets; persistence in following through multiple extended tasks. Discretion when dealing with parents or sensitive information • IT awareness. Competence in standard office software including advanced Excel skills. A detailed understanding of school IT systems and their benefits • Willingness. To attend Open Days and other School events; to be proactive in helping and assist others; to play an active part in the school community; to work out of hours as and when school functions occur 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references