

Job Description

POST: Attendance Officer

RESPONSIBLE TO: Operations Manager

RESPONSIBLE FOR: None

SALARY: Scale Point 2 - 5 £18,198 - £19,312 FTE (Pro Rata: £8,365 - £8,877)

LOCATION: Oasis Academy Skinner Street Gillingham

WORKING PATTERN: 08:00hrs – 12:00hrs, Monday – Friday (term time only + 5 staff development days)

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE: To work alongside key school staff to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance. The role involves collecting, recording, monitoring and reporting data on attendance and punctuality, and supporting pastoral work in support of students achieving the very best outcomes from their time at school.

SPECIFIC RESPONSIBILITIES:

- Implement the Academy's attendance procedures and take appropriate action to address specific attendance issues with students and families
- Attend Weekly meetings with Attendance Manager and Inclusions Team.
- Undertake Attendance Meetings with Parent(s)/Carer(s) when attendance level of student is seen to be a concern.
- Contact Parent(s)/Carer(s) when students marked absent and reason not yet known (Absence Text Messaging/Telephone Calls)
- Identify students/families who may require a home visit to be completed due to on-going absence from school.
- Maintain and update accurate attendance records, inputting data onto the Academy's data systems as necessary
- Liaise regularly with academy staff and professionals from other bodies over students with specific attendance issues

- Undertake the necessary administration for referrals to appropriate professionals over students with specific attendance issues, including court proceedings
- Any other duties in support of the Academy as reasonably decided by The Principal/Academy Senior Leadership Team

NB: The post holder will be expected to fulfill their duties in such a way as to safeguard and promote the welfare of Academy students.

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Attendance Officer

Person Specification

Our Purpose

The vision of Oasis Community Learning (OCL) is to create ‘Exceptional Education at the Heart of the Community.’

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of literacy and numeracy 	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent • 5 GCSE's including grade C in English and Maths
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Good organisational and good time keeping skills. • Good inter-personal skills including mediation and conflict resolution • Demonstrable awareness of legislation relating to school attendance • Demonstrable awareness of legislation relating to the welfare and protection of children • Demonstrate awareness of risk • Experience of working in an educational and/or social care setting with young people • Effective communication with children, carers and other professionals • Ability to display an understanding of social/welfare issues as they affect children, families and schools. • Ability to work on own initiative within Academy protocols/procedures. • Ability to deal with difficult situations. 	<ul style="list-style-type: none"> • Ability to work under pressure • A positive attitude to personal development and training • Ability to prepare and write reports and produce factual and statistical information as required • Knowledge of the education system • Experience in working within statutory / voluntary agencies dealing with children and families • ICT Literacy

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Flexibility • Ability to use own initiative • Resourceful, patient and resilient • Calm, unflustered manner • Ability to work in a team and alone • Excellent communication skills • Commitment to equal opportunities in service delivery and employment • Flexible approach to supporting children and families • Ability to maintain a professional manner in challenging situations • Confidence to challenge difficult behaviour • Confidence to challenge other professionals 	<ul style="list-style-type: none"> • Enjoys working within education • A friendly manner and good sense of humour • Smart appearance
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