



KING EDWARD VI SCHOOL

JOB DESCRIPTION – ATTENDANCE ASSISTANT

Salary Scale/Range:	Grade 3 (4-6)
Hours:	12 hours per week for 39 weeks Monday - Tuesday
Responsible to:	Attendance Officer
Purpose of the Role:	To assist in the administration of the attendance system and provide support as part of the wider Reception team

Attendance duties:

- Daily tasks to ensure accurate attendance data including but not exhaustive:
 - retrieving attendance calls and updating Sims
 - chasing missing registers
 - entering paper registers (if necessary)
 - run missing mark reports for all and chase up
 - reconcile missing/incorrect marks (Registration v Session One) ensuring correct data is added
- Weekly attendance tasks including but not exhaustive:
 - updating fire registers with new starters and leavers
 - Updating User Defined Groups such as Pupil Premium, Late passes, Unauthorised absences (letter 2) and Disadvantaged students
 - provide attendance and late reports as necessary for Heads of Year, Pastoral Support Managers and tutors
 - update spreadsheets for all year groups with percentage attendance
 - follow up remaining missing mark if no reply for staff
 - prepare Attendance letters 1 & 2 and send 'late' letters
- Update Attendance Reward Boards and issue G4S points on a half termly basis

Reception

Provide support on Reception (when physically present) including taking calls, monitoring main gate (opening on request), signing students in/out, acting as contact for student, parent and staff requests.

Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice and to keep up-to-date with current educational developments and legislation affecting school attendance
- Participate in regular performance management

Policy and practice

To carry out the duties contained within this job description in a professional and supportive manner and to work towards the agreed aims of the school. In the course of their employment, to act with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy.