

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment***

JOB DESCRIPTION

Post Title	Attendance officer
Postholder	
Hours of work	37 hours per week, 39 weeks per year
Reporting to	Pastoral Manager
Specific responsibilities of the post	<ol style="list-style-type: none"> 1. Maintain accurate, relevant and up-to-date school records in connection with student attendance for effective audit control for Years 7 -13; adhering to data protection legislation 2. Ensure the welfare of CME (children missing education) and carry out welfare checks in accordance with legislation 3. Promote and safeguard the welfare of students you come into contact with. 4. Work alongside parents, staff and when necessary agencies to help improve the outcome for vulnerable students, liaising with internal departments, e.g. safeguarding, pastoral, LoL, and SEN 5. Identify students with unexplained absence each day and act accordingly 6. Ensure punctuality of students and identify strategies for when this is an issue 7. Identify patters of absences, establish reasons behind them and implement measures to reduce persistent absence figures 8. Contribute to the development of school attendance using a variety of software packages and information management system technology 9. Monitor attendance voicemail and emails and ensure registers are completed by teaching staff and follow up, ensuring all students are accounted for as soon as possible each day 10. Work closely with the pastoral team regarding children for whom attendance is a concern 11. Completing and submitting the daily report for DFE regarding attendance as required 12. First aid duties as part of a rota 13. To contribute to the efficient and effective operation of the Pastoral Support Department
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities

	<ol style="list-style-type: none"> 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
<p>Personal Qualities; the postholder is expected to be:</p>	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Updated summer 2013

SignedPost holder

.....line manager

Date