



Head teacher: Mr M Collins MA
Assistant Head: Mrs C Andrews

Northgate Primary School
Northgate Street
Great Yarmouth
Norfolk
NR30 1BP

Telephone: 01493 856515
Website: www.northgateprimary.norfolk.sch.uk
email: office@northgateprimary.norfolk.sch.uk

Job Description

Attendance Officer

Responsible to: Headteacher

PERSON SPECIFICATION

The personal competencies expected of all school support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness to the impact of your own communication on others.
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team.
- The ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an Attendance Officer are:

- Friendly and approachable
- Willingness to help and support staff and students
- Able to handle confidential and at times sensitive information.
- Expected to make day to day decisions about their own workload and prioritise.

Principal Duties

Attendance:

- To be responsible for the monitoring and improvement of attendance and punctuality of pupils across the school
- To maintain accurate school attendance records, in line with relevant policies and school procedures
- To generate attendance reports for the Senior Leadership Team and the School Committee, showing percentage attendance and lates linked to year, gender, EAL, SEND and Pupil Premium
- To report accurate attendance data to external agencies including the DFE and local authority



- To ensure all registers are completed accurately on SIMS and to monitor the inputting of late and absent pupils
- To ensure first day calls for absent students are conducted
- To identify poor attenders and challenge student absence, including persistent absence
- To ensure vulnerable/at risk students' attendance is checked every day
- To attend pastoral and leadership meetings if required
- To work with targeted pupils to improve attendance, including involvement in attendance meetings with parents when intervention is needed
- To process Leave of Absence Requests and issue Fixed Penalty Notices, if necessary
- To conduct home visits, as and when necessary
- To promote the importance of good attendance across the school, using a range of strategies, including assemblies, rewards, letters home, etc.

Additional responsibilities

- To undertake other duties appropriate to the grade

Qualifications required

- GCSE English and Maths (or equivalent) at grade C or above
- Excellent knowledge of computer Systems e.g. Microsoft, email
- Knowledge of school Systems e.g. SIMS

