



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

JOB DESCRIPTION

JOB TITLE	Attendance Officer	JOB REF NO	AAAE5126
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BASIC JOB PURPOSE

To maintain accurate records of attendance and follow up any unauthorised absences.

NO	MAIN RESPONSIBILITIES
1	Administer the school electronic attendance system on SIMS ensuring it is accurate and up to date and check records prior to the CENSUS.
2	Responsibility for the "first day absence" calling and collation of pupil absence data, including lates, medical and truancy absence.
3	Provide regular statistical data and reports to Form Tutors, Heads of Year and Local Authority.
4	Follow up unauthorised absences by phone calls to parents.
5	Liaison with Pastoral Leaders, Year Heads, Form Tutors and provide administrative support.
6	Word processing and dispatch of letters to parents re unauthorised absence, late arrival.
7	Populating and maintaining the pastoral groups in Sims.
8	Updating and accessing pupil personal data such as telephone numbers and addresses.
9	To be one of a team of support staff undertaking emergency first aid duties to pupils include the issuing of prescribed medication to pupils.
10	Undertake other administrative tasks as required to facilitate the smooth running of the school.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.