



**MARICOURT**  
CATHOLIC  
HIGH SCHOOL  
& SIXTH FORM CENTRE

## **Attendance Assistant**

Job description and Person specification

### **School Mission Statement.**

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

**Job Title:** Attendance and Admissions Assistant

**Responsible to:** Attendance and Admissions Officer

**Salary Range:** Grade D SCP 5-6 Term time only 36 hrs per week

### **Job Purpose:**

The post holder will work in harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, will contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.

To support the Attendance and Admissions Officer and wider Pastoral team to improve pupil attendance across the school.

### **Main Duties:**

To maintain and update accurate records of attendance and punctuality for pupils across all year groups.

To produce accurate report and information identifying those pupils whose attendance and punctuality is a concern and taking supportive/remedial action in respect of individuals to improve attendance with the involvement of the Attendance and Admissions Officer, Progress Leader and Attendance Lead.

To support and assist parents and pupils to reduce pupils' absenteeism, and to provide liaison between pupils, the school and/or parents to secure pupils' regular attendance at school.

To work with parents/carers, building trusting relationships with aim of furthering well-being outcomes through improved school attendance

Monitor attendance and feedback pupil details to Progress Leaders where attendance is giving cause for concern.

Where necessary to make visits to pupils' homes with the Attendance and Admissions Officer on school attendance matters, and to discuss with pupils and parents' solutions to the barriers to learning they are experiencing, which is adversely affecting their attendance at school.

In recognition of the role attendance plays in keeping children safe, work closely with the attendance lead DSL to identify, and respond, to needs and concerns

To monitor and maintain attendance data and information for pupils who are educated in other establishments building relationships with those involved to secure the best outcome for our pupils.

To monitor and report on completion of registers by class/form teachers. Responding to missing marks and responding in line with school process.

To support the identification of individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality and to work with Attendance and Admissions Officer, Progress Leaders/SLT Lead on raising standards.

In liaison with school management, attend meetings with parents/carers and/or other professionals to provide relevant information to support improving individual attendance and punctuality.

To maintain and update management and communication systems with data and information under the direction of the Attendance and Admissions Officer.

To send communications to parents/carers in line with the schools' attendance and Safeguarding policies and procedures.

To work, under the direction of The Attendance and Admissions Officer and Attendance Lead, with LEA, following their process and referral pathways.

To maintain and update accurate records for in year Admissions and applications/Admission for the new academic year under the direct of the Attendance and Admissions Officer.

To be part of the wider pastoral support team for our pupils including where necessary supporting Student Services and the wider Pastoral team when required.

General Duties:

Willingness to take part in relevant in-service training.

Any other duties commensurate with the post as and when required.

**General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

## PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
<p>Qualifications &amp; Experience</p> <ul style="list-style-type: none"> <li>• Experience in use of the Microsoft Office suite of applications, including Excel and Word</li> <li>• Experience of working under pressure and to strict deadlines &amp; guidelines</li> <li>• Experience of working in school environment</li> <li>• Experience of using Capita SIMS system</li> </ul>	<p>√</p> <p>√</p>	<p>√</p> <p>√</p>	<p>A,I,R</p> <p>A,I,R</p> <p>A,R</p> <p>A,I</p>
<p>Skills</p> <ul style="list-style-type: none"> <li>• High level of competency in typing</li> <li>• Excellent Communication skills – written &amp; verbal</li> <li>• Excellent organisational skills</li> <li>• Able to work as part of a busy team or under own initiative with minimal supervision</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>A,I,R</p> <p>A,I,R</p> <p>A,I</p> <p>A,I,R</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> <li>• Flexible approach to working within a small support team</li> <li>• Enthusiastic outlook, with a “can do” attitude</li> <li>• Patient and methodical</li> <li>• High level of accuracy</li> <li>• Excellent interpersonal skills</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>A,I</p> <p>A,I,R</p> <p>A,I</p> <p>A,I,R</p> <p>A,I,R</p>