



JOB DESCRIPTION

Job Title: Attendance Officer/ School Receptionist

Grade/Scale: Sc 5 - 36 Hours Per Week Term Time Only

RESPONSIBILITIES OF ALL STAFF

- To support the whole school vision, values and expectations
- To act upon the duties and responsibilities arising from the Children Act 2004, 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To demonstrate commitment to Equal Opportunities
- To show commitment to whole school expectations 'Ready Respectful Safe' as outlined in the Code of Conduct
- To show commitment to the School Growth Plan priorities by attending meetings or training as required and working towards annual Professional Growth Plan targets
- To carry out duties associated with the role which are reasonably assigned by the headteacher

ROLE SPECIFIC RESPONSIBILITIES

Attendance Officer

- Monitor student attendance and punctuality, identifying trends and addressing concerns.
- Maintain accurate attendance records in line with statutory requirements, including daily data input and absence follow-ups.
- Ensure safeguarding procedures are followed when addressing attendance concerns and communicating with families.
- Track attendance data regularly and send letters to students and families as required to address attendance issues.
- Be competent in using the school's MIS to produce attendance reports, track data, and support effective decision-making.
- Contact families to confirm student absences and ensure prompt communication on attendance matters.
- Organise meetings with families to discuss attendance concerns and improvement plans.
- Liaise with the Education Welfare Officer (EWO) to address persistent absenteeism and ensure appropriate interventions are in place.
- Analyse attendance data to identify trends and provide insights for the Designated Attendance Lead (DAL).
- Work with the designated attendance lead (DAL) to prepare reports for the senior leadership team and assist in identifying strategies to improve attendance.

Receptionist Duties

- Provide a warm and professional welcome to all staff, students and visitors

- Ensure all visitors adhere to safeguarding procedures, including signing in and wearing identification badges at all times.
- Answer incoming phone calls, take messages, and direct inquiries to the appropriate staff members.
- To make phone calls to families at staff request.
- Manage incoming and outgoing mail, email, and general correspondence.
- Maintain the reception area, ensuring it is always tidy and presentable.
- Support the school's 'On Call' system by responding to calls from staff, sending out calls on the radio, and recording incidents as required

Purchase Orders and Delivery Oversight

- Assist in making purchase orders for school supplies and resources.
- Coordinate with suppliers to ensure timely delivery of goods and verify delivery against orders.
- Follow up on any discrepancies or delays in received orders.

ParentPay and School Meals Coordination

- Oversee ParentPay, including managing payments, resolving queries, and ensuring accurate financial records.
- Liaise with the kitchen staff to ensure accurate meal counts and that dietary requirements are communicated effectively.
- Support families with any questions related to school meals, payments, or account access.

General administration

- Support with administration relating to recruitment, including organising schedules, logistic of interviews
- Provide cover for reception, following school systems
- Support with note taking, typing, photocopying as required