

THE SYDNEY RUSSELL SCHOOL

JOB DESCRIPTION - Attendance Officer

POSITION: Attendance Officer
SCALE: APT&C Scale 5 (12-15)
HOURS & PAY: 35 Hours per week, term time only
Closing Date: 24th November 2025. Early applications are encouraged.

MAIN PURPOSE:

- To be responsible for the administration aspects of the electronic registration system and absence data in registers
- To monitor KS3 & KS4 attendance as required
- To liaise with the school Heads and Deputy Heads of Year in raising attendance
- To meet with students and parents in line with the attendance escalation process
- To meet with Deputy Heads of Year on a regular basis to discuss Attendance

MAIN ACTIVITIES

- To make contact with parents on a 'first day call' system to check absence, prioritising the most vulnerable students
- To make contact with the parents of students with outstanding unexplained absences
- To make pro-active contact with the parents of absent students, even when the reason for absence is known, to encourage their return to school
- To collate and enter absence information into the school MIS (Bromcom), ensuring that the correct coding is used in accordance with DFE guidance
- To produce weekly attendance weekly figures to be shared with relevant stakeholders
- To update and maintain the attendance monitoring spreadsheet (RAG) for the relevant year groups
- To make contact with parents of students whose absences have triggered intervention in accordance with the school's escalation process
- To meet with students who have been absent to identify any support they may need to improve their attendance and make referrals to relevant colleagues to put this in place.
- To meet with Deputy Heads of Year on a regular basis to discuss student attendance and facilitate any necessary interventions in line with the Attendance Escalation Process
- To meet regularly with the MAT Attendance Officer to pass on new referrals for legal intervention and to receive feedback and updates on current referrals.
- To maintain a central list of all students that are referred to the MAT Attendance Officer
- To oversee the sending of letters to parents with regards to attendance
- To respond to attendance related queries from external agencies
- To be responsible for the off rolling of student leavers, ensuring that all statutory requirements are met.
- To be responsible for the enrolment of in-year new joiners onto Bromcom.
- To be responsible for the transfer of all CTF files for both incoming and exiting students
- To maintain a record of missing Form and lesson registers.
- To ensure all relevant data information is shared with the local Authority, assisting the Attendance & Data Manager with borough returns as necessary (PAM forms)

- To visit student homes to discuss attendance, establish reasons for non-attendance or deliver work.
- To visit the homes of new students that have been allocated a school place by the local authority, when the admissions team / HOY have otherwise been unable to establish contact with the parents
- To work within the wider attendance team to cover the responsibilities of the wider Attendance Team during any absence.
- To participate in the school's Statutory Duty rota, supervising as required during student break times
- To support the Data & Attendance Manager with any queries relating to the Bromcom parent app (My Child at School)

Review Arrangements -

The details in this job description reflect the job's content on the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description and consult with the postholder at the appropriate time.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- The post holder is required to uphold the school's policy in respect of child protection matters
- The post holder will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder

Person specification – Attendance Officer

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs including English and Maths; • Relevant professional training or development. 	Further relevant professional qualifications
Professional knowledge, skills and competences	<ul style="list-style-type: none"> • Collaborative and supportive work with colleagues within the organisation • Collaborative and supportive work with professionals outside of the organisation. • Collaborative and supportive work with parents. • A passion for education and relentless determination that every student develops and succeeds. • Excellent listening skills and high levels of emotional intelligence. • Resilience and optimism to lead through day-to-day challenges • The ability to take personal responsibility, a readiness to 	

	<p>reflect and self-evaluate and the ability to change, improve and develop.</p> <ul style="list-style-type: none"> • Confidence and self-motivation. • The ability to work well under pressure and to be decisive. • High levels of honesty and integrity. • Good oral and written communication skills. • Good listening skills. • ICT skills appropriate to the role, including audio visual and copying equipment. • An attention to detail and ability to complete written reports when required. 	
Experience	<ul style="list-style-type: none"> • A confident use of spreadsheets and management information systems • Understanding of relevant policies/code of practice and awareness of relevant legislation. 	
Philosophy and commitment	<ul style="list-style-type: none"> • A commitment to the responsibility to safeguard and promote the welfare of all students. • A commitment to contribute to the wider life of the school 	
Personal qualities	<ul style="list-style-type: none"> • Willingness to participate actively in the wider school community. • Ability to form effective relationships with colleagues. • High expectations • Excellent interpersonal & communication skills • An ability to work collaboratively and lead and develop teamwork • Work with drive, energy, enthusiasm, resilience & a well-developed sense of proportion & humor 	