



Job Description / Personal Specification

Job Role:	Attendance Administrator
Contract Hours:	37 hours per week, Term Time Only + 5 Development Days
Salary:	TCAT Pay range 4 / 5 Depending on skills, experience and qualifications.
Line Manager:	Attendance Manager

Purpose of the role:

To maintain a comprehensive attendance administration support service to the Attendance Manager. To assist in improving attendance rates, reduce student absence and engage with families to support them in achieving the Ethos and Vision of The Canterbury Academy.

Specific Responsibilities:

- To provide a highly efficient and effective administration support to The Canterbury Academy's Attendance Manager on a day to day basis.
- Accurately record and monitor registers on a lesson by lesson basis each day and monitor the pupil's attendance, highlighting any absences to the Attendance Manager and following the necessary actions.
- Producing attendance data as required
- Populating attendance letters to go home to parents
- Liaising with parents on attendance issues as directed by Attendance Manager
- Providing any additional administration support to the Academy as and when required
- Co-ordinate group attendance workshops

Person Specification:

The successful candidate is likely to possess many of the following personal characteristics, experience, skills and knowledge.

Qualifications:

- GCSE Maths and English

Knowledge & Skills:

- Good numeracy and literacy skills
- Competent and effective user of IT, including Excel and Word and the ability to learn to use IT software relatively quickly.
- Attention to detail
- Experience of working in an office environment

Other Personal Qualities:

- Abilities to work as part of a team, to work independently and to think laterally and creatively.
- Excellent interpersonal & communication skills.

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- Ability to communicate effectively with parents, pupils, staff at all levels.

Appraisal

- To take responsibility for their own professional development and the appraisal process.
- To maintain a professional portfolio.

Continued professional development

- To identify areas for further development and engage fully in the CPD programme of The Canterbury Academy.

HEALTH & SAFETY RESPONSIBILITIES:

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

SAFEGUARDING:

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Process.