

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Attendance Officer
Responsible to:	Programme Achievement Manager
Department:	Student Services
Grade:	Grade C

JOB ROLE

The Attendance Officer will work alongside course tutors to promote excellent attendance and punctuality and to help reduce levels of absence.

KEY DUTIES

No	Description of Duties
1	To ensure all unexplained absences are followed up and accounted for
2	To work with the course tutors to support all attendance issues
3	To communicate with a range of people both internally and externally including parents, learners, carers, in relation to attendance
4	To use college data to identify individual attendance issues and keep records of actions and outcomes
5	To monitor particular attendance issues and refer cases to curriculum teams when required
6	To provide regular updates to staff on student attendance with targets and strategies for improvement.
7	To review and support students on the at risk register in terms of their attendance
8	To attend and participate in meetings as required
9	To liaise with the Welfare and Student Support Teams to improve individual student attendance

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Attendance Officer

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	Qualifications		
1.1	English and maths to GCSE or equivalent	√	
2.	Experience		
2.1	Experience of working with learners/young people	√	
2.2	Experience of working with cross college departments and curriculum teams	√	
2.3	Experience of updating and maintaining records	√	
3.	Skills/Abilities		
3.1	Demonstrable communication skills, particularly on the telephone and face to face with learners	√	
3.2	Sound administrative skills and experience of using Microsoft Word, Excel	√	
3.3	Ability to organise own work and prioritise tasks	√	