

## **JOB DESCRIPTION**

### **ATTENDANCE CLERK**

The purpose of this post is to monitor student attendance and to work closely with the parents and school staff.

**Accountability:** The post holder will be directly responsible to the Attendance Manager, Senior Pastoral Leader and Deputy Head-teacher.

**Relationships:** The post holder will liaise with staff at all levels, parents, students and other outside agencies in relation to the duties of the post.

### **MAIN RESPONSIBILITIES:**

The following is a general guide of duties undertaken by the post holder.

#### **Student Attendance:**

Take absence messages from absence line, log and code  
Attendance desk duties  
Supervising the student entrance each morning to record lates  
Triage for any first aid enquiries.  
Signing in/putting lates /absence reasons onto SIMs  
Signing students in and out during the day  
1<sup>st</sup> day calls to parents where no message received and/or send text messages  
Producing reports on an ad hoc basis as required;

### **OTHER RESPONSIBILITIES:**

- Ensuring paper work is kept up-to-date relating to student matters
- Making sure student files are available/and contents up-to-date and forwarded to other schools if required

The post holder will be expected to carry out other duties as requested by those they are responsible to and senior staff within the school.

#### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher.
5. There may be occasions when it will be necessary to cover other Administrative roles within the Academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all school related matters.