

## Job Description – Attendance and Punctuality Officer

**Location:** Ark Putney Academy

**Salary:** Ark support scale 5 points 5 to 13 £28,977 - £32,634 **pro rata for term time.**  
Negotiable depending on experience

**Working pattern:** 36 hours per week 8.00am – 4.00pm Monday to Friday, term time

**Contract:** Permanent

**Reports to:** Attendance and Interventions Manager

**Start date:** As soon as possible

### Key Tasks

- Manage and provide information for attendance displays throughout the school
- Ongoing administration and monitoring of attendance for students in Years 7 to 13. Identify students who require support with their attendance
- Liaise with Heads of Year, SENCO and other relevant staff regarding students who are causing concern
- Manage all administrative tasks relating to Attendance and Punctuality
- Produce a weekly summary of attendance across the academy and any other reporting on attendance as required to include information for SLT, Staff bulletin, weekly newsletter
- To support the school's safeguarding procedures
- Responsibility for obtaining explanations for unexplained student absences in conjunction with tutors, heads of year and parents/carers
- Responsible for producing the daily fire registers from Bromcom.
- To contact parents/carers of vulnerable students on the first day contact list daily to advise them of the student's absence
- To contact parents/carers of students absent from school
- To provide accurate information for the school census and school audit, ARK monitoring and governors reports
- Manage the daily registration process
- Filing student records up to date
- Provide information and records for Wandsworth Attendance Panels
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the safeguarding and safe practices policy within the school

### Person Specifications:

#### Qualification Criteria

- Right to work in the UK
- GCSE at grade C or above (or equivalent) in English and Maths

#### Experience

- Excellent communication and organisational skills
- Strong ICT skills including use of management information systems, word, excel, PowerPoint
- Have excellent written English

- Work well as part of a team
- Enjoy working in a lively and sometimes challenging environment
- Have a robust awareness of keeping children safe, noticing safeguarding welfare concerns and understanding of how and when to take appropriate action.

## Other

- Actively promote academy policies and procedures
- Responsible for own continued professional development
- Compliance with the academy's health & safety policy
- Uphold the academy's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
- Commitment to equality of opportunity and the safeguarding and welfare of all students

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. We require all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click this [link](#)*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*