

JOB DESCRIPTION

ASSISTANT ATTENDANCE OFFICER

Scale 5 Point 9 to 12

- Responsible to:** Assistant Headteacher i/c Attendance
Attendance Officer
- Responsible for:** Supporting the work of the Attendance Officer
- Particular Duties:**
- Retrieving telephone messages
 - Daily truancy checks
 - Daily telephone calls to absent students
 - Register checks
 - Late pupil gate duties
 - Other duties as and when required
 - Flexibility and resilience are key qualities for this position.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

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.

This 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.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

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.

Agreed by: (Postholder)

.....(Postholder – Print Name)

And:(Headteacher)

Date:

Updated August 2023

