

**THE BISHOP OF WINCHESTER ACADEMY JOB
DESCRIPTION- SUPPORT STAFF**

**Section One General
information**

Post Title	Attendance Administrator
Post Holder:	
General Duties and Responsibilities:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>To provide an effective and efficient administrative support to develop and promote whole school attendance strategies in order to improve attendance levels and reduce persistent absence:</p> <ul style="list-style-type: none"> • Maintain the academy's registration and attendance management information system, together with the daily automated system to contact parents/carers regarding absent or late students • Work with the Heads of Year to support and encourage 'high expectations – no excuses' of student attendance and punctuality • Identify concerns and discuss attendance/punctuality issues with appropriate member of staff and implement strategies to improve the issues • Provide administrative support to ensure that accurate records are taken, stored and maintained in accordance with data protection legislation • Produce reports and monitor attendance data using the management information system and support the development & implementation of strategies for improvement where appropriate • Consulting, liaising and communicating with parents, staff and external agencies by telephone, email, letter or text as appropriate to ensure high levels attendance and punctuality are promoted • Liaising with all staff including Student Support Services Team and SENCO, teachers, management and any other parties as required on a regular basis

Other Duties	<p>To undertake other administrative tasks, when requested, to provide a comprehensive support service to the academy</p> <p>To act as an internal and external ambassador for the academy, promoting and ensuring all contacts are dealt with in an effective, efficient and friendly manner.</p> <p>To support and present the corporate image of the Academy.</p>
	<p>This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. 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. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	Academy Leadership Team, Head of Year, Education Social Worker, attendance improvement lead.
Liaising with:	Principal, Vice Principal, Leadership Team, Head of Administrative Services, Director of Finance, external agencies as appropriate, staff, parents/carers and students.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Disclosure Level:	Enhanced

Section Two

Professional Duties and Responsibilities

Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
Self Development	To continually seek development opportunities to improve personal performance Line Manager is advised of training needs. Development opportunities are sought/acted upon.
Attitude	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.

