THE EDGE ACADEMY 

**Attendance and Data Manager**

**Person Specification & Assessment Criteria – October 2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **A. Qualifications** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA**  | **HOW ASSESSED** |
|  | * Good general education appropriate to the post, including English and Mathematics
 | Business administration qualificationRelevant ICT Qualification | AF |
| **B. Experience** | * **ESSENTIAL CRITERIA**
 | **DESIRABLE CRITERIA**  | **HOW ASSESSED** |
| (Relevant work and other experience) | * Ability to present complex data in a variety of styles to enable the monitoring of Assessment, Progress and Attendance.
 | Experience of working with young people with challenging behaviour. | AF/I |
| * Evidence of previous experience in an administrative type of role, especially with young people or in a school context.
 |
| * Experience of using Microsoft Word, Excel and Access
 | Experience as working as an attendance officer and/or as a Data Officer in an Educational setting |
| * Experience of dealing with confidential and sensitive data.
 |
| **C. Skills & Abilities** | * **ESSENTIAL CRITERIA**
 | **DESIRABLE CRITERIA**  | **HOW ASSESSED** |
|  (Eg Written communication skills, dealing with the public) | * Good skills in MS Office -MS Excel, Word, Outlook
 |  | AF/I |
| * Excellent written and oral communication skills
 | AF/I |
| * Ability to analyse, prioritise and meet deadlines
 | AF/I |
| * Ability to follow tasks through to completion
 | AF/I |
| **D. Other** | * **ESSENTIAL CRITERIA**
 | **DESIRABLE CRITERIA**  | **HOW ASSESSED** |
|  | * Ability to work as a member of a team.
 |  | AF/I |
| * Ability to work under pressure.
 | AF/I |
| * Commitment to equal opportunities and inclusion.
 | AF |
| * Good record of attendance and punctuality. Commitment to safeguarding of young people.
 | R |

Job Description

Post Title: Attendance and Data Manager

|  |  |
| --- | --- |
| **Purpose** | * To manage and co-ordinate attendance data

• To provide administrative support for the attendance procedures and protocols |
| **Reporting to** | * Vice Principal
 |
| **Salary/Grade** | * Grade 3 SP 26
 |
| **Disclosure level** | * Enhanced. An enhanced DBS check is a requirement for this post with other checks required for safeguarding children.
 |
| MAIN (CORE) DUTIES |
| **General Duties:**  | * To maintain accurate manual and electronic records of all academy data.
* To lead on preparation of and submission of the school census return.
* To assist in the admission and transfer of pupils in and out of the academy.
* To lead on parent/pupil attendance communications, coordination of home visits and tracking and monitoring of all pupil absence and key events information and data capture.
* To provide comprehensive support to the Principal and Senior Leadership Team in maintaining the Academy’s Attendance Data and to provide full attendance analysis information for regular school attendance meetings and assist in action plans to improve pupils attendance.
* To provide comprehensive attendance reports and full statistical analysis including break downs of all attendance data by groups for Governors
* To liaise with our associated schools regarding all matters relating to attendance and provide timely and accurate attendance information.
* To implement, maintain and provide training on school management information facilities such as Progresso (pupil data, staff data, timetable adjustments, dashboard, report suite and text messaging service).
* To set up and maintain all school timetables for pupils and staff.
* To provide full support to the Principal and Senior Leadership Team to ensure the effective administration of the academy.

  |
| **Key tasks**:  | * To arrange for the electronic receipt of pupil data from other schools and incorporating it into the academy’s database.
* To manage the administration of pupil data entry and producing reports and statistical data.
* To track, monitor record attendance information, liaise with staff, parents and pupils, and improve overall attendance and persistent absence.
* To set up and maintain pupil timetables
* To maintain accurate and up to date attendance and lateness records both manually and electronically. To ensure daily monitoring of attendance for all pupils and to monitor and raise attendance and punctuality across the academy.
* To produce attendance reports for the Principal, Leadership Team, Governors and external bodies as required. To provide form tutors with regular updates for them to share with their tutees on their individual attendance.
* To ensure the Academy systems for identifying and improving persistent absenteeism are correctly followed.
* To operate the MIs registration system on a daily basis.
* To ensure registers are checked throughout the day for lateness and truanting and follow up any absences with the relevant senior member of staff.
* To keep a record of pupils taken out of school for family holidays and to respond to parental requests for taking pupils out of school.
* To take a targeted group of students from “attendance meetings” each week and aim to move their attendance forward/resolve problems.
* To role-model “face-to-face” attendance work for whole staff, including meeting with students, leading on reward initiatives/ display updates etc where necessary.

Personal and Professional * To ensure all tasks are carried out with due regard to Health and Safety.
* To undertake appropriate professional development including adhering to the principle of performance management.
* To adhere to the ethos of the academy.
* To promote the agreed vision and aims of the academy.
* To set an example of personal integrity and professionalism
* Attendance at appropriate staff meetings and parents evenings
* To deliver activities on the academy’s enrichment curriculum.
 |
| **Additional Duties/Tasks** | To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;*JOB DESCRIPTION: All of the above will be negotiated on appointment in relation to school priorities and needs.* |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |