Attendance Assistant

Responsible to: Assistant Headteacher
Based at: Brinsworth Academy
Paid on: Band E

OVERALL PURPOSE OF THE POST

The main purpose of the Attendance Assistant role is to support the effective day-to-day management of pupil attendance and punctuality, ensuring that accurate and timely systems are in place to promote regular school attendance. Working under the direction of the Attendance Lead, the Attendance Assistant is responsible for maintaining and updating attendance records on Bromcom, carrying out first-day absence calls, and following up on unexplained absences to ensure safeguarding procedures are upheld. The role is essential in ensuring that attendance data is reliable, up to date and supports the school's wider monitoring and reporting processes.

The Attendance Assistant also plays a key role in early intervention and communication with families, helping to identify patterns of absence or lateness and supporting actions to address them. This includes liaising with students, parents and pastoral staff, promoting good attendance through positive messaging, and assisting with targeted interventions for individuals or groups. By providing efficient administrative support, maintaining accurate records, and responding promptly to attendance concerns, the Attendance Assistant contributes directly to improving attendance outcomes and ensuring that all students are able to fully access their education.

MAIN DUTIES

The Attendance Assistant is responsible for the effective administration and monitoring of daily student attendance, ensuring all processes are accurate, timely and compliant with safeguarding expectations. The role supports early identification of attendance concerns, maintains clear communication with families, and contributes to improving attendance and punctuality across the school. Working under the Attendance Lead, the officer ensures that operational systems run efficiently and that attendance data is reliable to inform interventions and reporting.

- Monitoring and improving attendance & punctuality, working with pastoral staff and parents/carers
- To support students whose education is at risk due to poor or declining attendance
- To help families to improve their children's access to learning and enable all young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support

Responsibilities of the Attendance Assistant

1. Attendance Administration and Monitoring

- Maintain and update attendance registers on Bromcom accurately throughout the day
- Monitor daily attendance and punctuality, identifying patterns and concerns
- Ensure all unexplained absences are followed up and recorded correctly
- Assist with preparation and accuracy checks for census and reports

2. First-Day Response and Safeguarding

- Carry out first-day absence calls for all absent students
- Follow up persistent non-response from families in line with safeguarding procedures
- Escalate concerns promptly to safeguarding and pastoral teams
- Maintain accurate records in line with GDPR and school policies

3. Communication and Family Engagement

- Liaise with parents/carers regarding attendance and punctuality concerns
- Send letters, make phone calls, and support communication for interventions
- Promote positive attendance through clear and consistent messaging

4. Early Intervention Support

- Identify students at risk of persistent absence or lateness
- Support pastoral teams with early intervention strategies
- Assist in organising and preparing for attendance meetings with families

5. Reporting and Data Management

- Produce regular attendance and punctuality reports for staff
- Maintain clear and accurate documentation of attendance processes
- Support data analysis by ensuring records are up to date and reliable

6. Operational Support

- Work closely with pastoral, safeguarding and exams teams on attendance issues
- Assist in locating missing students during the school day or examinations
- Provide administrative support to the Attendance Lead

This structured approach ensures the Attendance Assistant role is clearly focused on operational efficiency, early intervention, and contributing to whole-school attendance improvement.

All job descriptions for members of staff are viewed in relation to the School Development Plan and will be subject to periodic review.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

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Person Specification for Attendance Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	• Demonstrable experience of delivering excellent communication skills, whilst working in a busy environment.	• Administration – Particularly in relation to; recording information, maintenance of filing systems and completing correspondence. • Previous experiences linked to attendance • Experience of students with SEN.
Education and Training	• To be able to use ICT e.g. simple word processing. • Commitment to attend appropriate training and development commensurate with the post. • Technical Knowledge of relevant areas, relevant policies, legislation requirements is desirable.	• Understanding of the working together guidance
Special Skills and Knowledge	• To have good oral communication skills. • Knowledge of issues that might present barriers to learning and social inclusion. • Ability to work on own initiative if required.	• Ability to use relevant technology and specialist equipment effectively
Personal Skills and Qualities	• Strong oral communication skills with a wide variety of audiences. • Good interpersonal skills – ability to deal effectively with a wide range of people at all levels. • Discrete and sympathetic when dealing sensitive ad confidential matters. • Flexible and able to adapt to change. • Calm and able to handle difficult situations. • Can inspire and motivate others to deliver their full potential and achieve goals. • Demonstrates honesty and integrity.	
Additional Factors	• Willingness to undertake a variety of tasks • Ability to support with admin tasks. • Commitment to equal opportunities. • Flexible approach to working – the post may on occasion involve attending Academy events/open days. • Equality and Diversity – demonstrate fairness and respect in managing own behaviour and the behaviour of others.	