

JOB DESCRIPTION

JOB TITLE:	Attendance Officer
REPORTS TO:	Attendance and Administration Manager
SALARY:	Scale 4
HOURS:	32.5 hours per week, term time only (plus five INSET days) 8:00am - 3:00pm, Monday to Friday
DATE:	November 2025

Purpose of the job

1. To maintain the attendance database and to make phone calls for absent students each day
2. To oversee and ensure the accurate and timely completion of student registers across the school
3. To support the Attendance Manager and Attendance Champion with attendance-based tasks
4. To complete administration tasks associated with the running of school trips & extra-curricular activities

Key responsibilities

1. Attendance

- To review and update reported absence messages within Arbor, the school's Management Information System (MIS)
- To update Arbor with any known absences (appointments/visits etc.)
- To ensure all registers are taken accurately and in a timely manner
- To log late students onto Arbor
- To send alert messages to parents notifying of unreported absences
- To ensure fire registers are updated and Chromebooks are available for emergency fire registers
- To monitor the attendance tracker on a weekly basis
- To support the Attendance Manager and Attendance Champion with the half termly attendance tracker
- To liaise as and when required with Head of Years (HoYs) and Local Authority Participation Officer regarding any attendance issues/causes for concern
- To compile and send paperwork to Participation Officer regarding fines for absences that have been unauthorised/holiday fines
- To produce and send out letters to parents regarding students attendance issues
- To update and distribute attendance data
- To complete monthly attendance returns for the London Borough of Hillingdon
- To ensure that the termly census and any other statutory returns, contain accurate and up to date attendance figures, in conjunction with the Data Officer
- To carry out the production of ad hoc attendance reports as and when requested by members of Senior Leadership Team, Key Stage Manager and Attendance Champion.
- To carry out the termly production of Key Performance Indicator report for Attendance Champion
- To carry out the yearly production of tutor group figures for HoYs review for Attendance Champion

- To carry out welfare checks on alternative provision students when brought into school by parent/guardian
- To produce attendance certificates for 100% attendance

2. School visits & extra-curricular activities:

- To complete administration tasks associated with the running of school trips & extra-curricular activities
- To meet Trip Leaders on a regular basis to liaise about specific trip requirements
- To be responsible for managing the ParentPay system for trips, other extra-curricular activities and other items sold by the school
- To monitor and record on spreadsheets on a daily basis all payments for school trips and activities
- To book all transport for trips/events including flights, coaches and public transport
- To be responsible for all travel claims with the Trust's insurance company
- To liaise with trip suppliers in relation to any payment queries for the school
- To liaise with VLT Finance to ensure timely payment of invoices
- To raise purchase orders on the school's finance system, Zahara

3. Administration

- To undertake administration tasks as and when required
- To support the School Office during periods of high demand
- To cover welfare duties, dealing with students who report to the School Office feeling unwell and contacting parents as and when necessary

Health and Safety

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and updated where necessary
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

Other duties and responsibilities

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

These duties may be modified by the Headteacher, with agreement, to reflect or anticipate changes in the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Signed: _____ Post-holder Dated: _____

Signed: _____ Line Manager Dated: _____

The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility.