

**WHALLEY RANGE 11-18 HIGH SCHOOL**  
**A member of The Greater Manchester Education Trust**

**Whalley Range 11-18 High School**

**Job Description**

**Sixth Form Attendance Administrator, Grade 4 (Term-time only)**  
**Fixed Term (12 month) contract**

The post holder will report to the Head of Sixth Form/Assistant Head of Sixth Form. The main contacts of the job are: Heads of Year, Sixth Form Co-ordinator, other support staff and students.

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**Main Purpose of the Job:**

To work alongside the Sixth Form Team to ensure that all statutory requirements linked to attendance and punctuality are accurately fulfilled.

To support the Sixth Form's pastoral management system by working with the key staff, students and the wider school community to encourage students to maintain full attendance.

Under the direction of the Head of Sixth Form/Assistant Head of Sixth Form, oversee the implementation of daily absence communications and responses.

To create and sustain effective partnerships and maintain excellent working relationships with students, parents/carers and the wider community.

This post encompasses a wide range of administrative tasks that are essential to the effective running of the school and work within the trust. The following list is illustrative and will be reviewed regularly in line with developments in the school.

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**Main Duties and Responsibilities:**

**Organisation**

1. Use initiative to organise and manage own workload to ensure that deadlines are met
2. To contribute to the planning, development and organisation of support systems, procedures and policies
3. Working as part of a team providing a complete administrative support service to stakeholders including students, staff, parents and carers

**Administration**

4. To maintain manual and computerised records, and to use I.T systems effectively to provide reports and statistics
5. To assist with school administrative duties including exam invigilation as part of the agreed system for the school
6. Using phone calls, email and other systems such as EduLink to communicate effectively with a range of stakeholders both internally and externally

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7. Using all aspect of Microsoft and SIMS to produce reports and documents for use by staff, students and families

**Responsibilities**

8. To be responsible for monitoring Sixth Form registers for accuracy and communicating with teaching staff to ensure correct completion.
9. To be responsible for actioning daily absence communications using SIMS, Edulink, Notify and InTouch.
10. To be responsible for keeping and updating records of parental communication and reasons for absence and lateness ensuring student records are kept up to date with particular emphasis on daily absence monitoring.
11. To identify and track students at risk of low attendance from medical conditions and ensure evidential records are maintained for students identified as persistent absentees, or at risk of becoming so.
12. To be responsible for monitoring attendance trends in line with the Sixth Form attendance model.
13. To coordinate, triage and administer the Sixth Form attendance tracking and monitoring systems ensuring effective communication with all Sixth Form staff
14. To meet regularly with the Head of Sixth Form/Assistant Head of Sixth Form and Sixth Form Team to review attendance and plan effective interventions and next steps.
15. To offer mentoring and guidance directly to students identified as at risk of underachievement due to irregular attendance and/or punctuality.
16. To organise, facilitate and attend meetings with Heads of Year/Head of Sixth Form and/or SLT, students and parents/carers to offer support and enforce attendance expectations.
17. To support the Sixth Form team to actively promote and reward good attendance in the Sixth Form.
18. To undertake routine clerical and administrative support duties on behalf of individual members of staff, departments or faculties.
19. To assist in the supervision of students on visits, trips and out of school activities as required.
20. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
21. To assist with student welfare duties including the supervision of students at social times under the agreed system for the school to ensure the safety and welfare of students
22. To assist with school administrative duties including exam invigilation as part of the agreed system for the school where appropriate.

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23. To undertake First Aid Training and deal with and report first aid incidents as part of the agreed system in place
24. To attend staff meetings and other meetings as required
25. To undertake any such additional duties as are reasonably commensurate with the level of the post
26. To undertake personal development to improve own practice
27. Actively participate in the trust's support staff appraisal process
28. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
29. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Co-operate with the school on all issues associated with Health, Safety and Welfare.
30. Ensure, at all levels, the maintenance of confidentiality required by school and trust policies

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

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**Person Specification**

**School Attendance Administrator**

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**For this job we are looking for:**

**Experience**

- Experience of working in an administrative support environment, school or college experience desirable
- Experience of working in a team environment

**Knowledge/Skills**

- Knowledge and understanding of attendance, pupil exclusion and child protection regulations.
- Knowledge and understanding of statutory action and attendance procedures
- Knowledge and understanding of electronic and manual filing systems.
- Ability to use Management Information Systems and Attendance Recording Systems.
- Demonstrate ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems and equipment
- Good literacy and numeracy skills to accurately complete and maintain relevant records and produce reports
- Ability to keep accurate records.
- Ability to work without supervision and prioritise own workload.
- Effective and persuasive communicator both verbally and in writing, with the ability to draft letters and memos.
- Willingness to abide by the Trust's various policies including safeguarding
- Ability to speak a Community Language (Arabic/Urdu/Somali) would be desirable

**Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

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The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times

*This post is subject to the applicant having successfully completed an enhanced disclosure to a DBS (Disclosure and Barring Service) check.*