

**THE HEATHLAND SCHOOL  
ATTENDANCE REGISTRAR  
SCALE 3 / 4**

**Actual salary £25251.47 - £27117.28**

**8am – 4pm Term time plus Inset days and one week at the start of the summer holidays.**

**JOB PURPOSE**

To provide support to the Deputy Head [Pupil Support] to ensure that accurate records of attendance and punctuality are kept and contact with parents/guardians is made regarding authorised and unauthorised absence.

**KEY ACCOUNTABILITY**

Responsible to the Office Manager

1. To have responsibility for the SIMS Attendance module, communication with parents regarding authorised and unauthorised absence, preparing attendance reports for pastoral teams as and when required, updating SIMS attendance records to take into account examinations information, withdrawal classes, mentoring, duty tutors, trips and absences from information given by Heads of Year or parents/carers.
2. Managing SIMS Divert text messages to parents/guardians and alert the relevant Heads of Year, Attendance Officer and Education Welfare Officer as required. This includes monitoring absence emails and supporting the attendance intervention strategies by picking up on patterns of absence and following up on absence.
3. To provide full administrative support for all unauthorised absence issues including raising attendance reports through SIMS and producing letters regarding extended holidays for pupils.
4. To monitor Inventory, the signing in system and ensure all markings are filtered through to SIMS.
5. To enter internal and external Exclusion information on SIMS
6. To send SIMS messages to teaching staff who fail to complete attendance registers.
7. To produce a daily report of teaching staff who have not completed one or more registers and send it to the Deputy Head (Pupil Support).
8. To answer the telephone and provide training and support to the Receptionist as and when required
9. To assist the Registrar with entering Sixth Form admissions and New Year 7 intake onto SIMS and preparing timetables during the summer holidays
10. To undertake any additional administrative tasks as directed by the Office Manager

11. To follow all safeguarding procedures and complete training as required
12. To intervene with selected priority groups with attendance concerns (e.g. sibling absences, patterns of absence, truancy)
13. To manage registers and attendance coding on SIMs to ensure compliance with DfE guidelines.
14. To assist with answering telephone calls in the main office.
15. To provide ad hoc admin assistance as and when required by the Office Manager.

This role is not limited to the above and can be changed depending upon the needs of the school.

## PERSON SPECIFICATION

| ESSENTIAL | DESIRABLE |
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### Skills, Attributes

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| <ul style="list-style-type: none"><li>• Good GCSE passes in English and Maths or equivalent</li><li>• Excellent organisation skills</li><li>• Ability to plan for and meet deadlines, whilst paying attention to detail</li><li>• Ability to work in a team</li><li>• Commitment to confidentiality</li><li>• Understanding of safeguarding in a school context</li><li>• Ability to remain calm under pressure</li><li>• Ability to prioritise</li><li>• Excellent written and oral skills</li><li>• Flexible approach to work</li><li>• Strong work ethic with excellent timekeeping and attendance record</li></ul> | <ul style="list-style-type: none"><li>• Knowledge of a secondary school working environment</li><li>• Knowledge of School Information Management Systems (SIMS)</li></ul> |
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### Experience

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| <ul style="list-style-type: none"><li>• Advanced knowledge of Microsoft Office (e.g. Excel, Word)</li><li>• Understanding of DfE attendance procedures</li><li>• Understanding of safeguarding procedures in relation to non attendance</li></ul> |  |
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