



St Ursula's Convent School

A Humanities College and Teaching School

JOB DESCRIPTION: Attendance & Medical Officer

The primary responsibilities are to support and secure the smooth running of the student attendance and medical matters within the school; undertake other duties in line with this pay scale.

Reporting to: Office Manager
Hours: 35 hours per week
Monday – Friday, 08:00 – 16:00 (one hour lunch break unpaid)
Term time + 10 days (41 weeks per annum)
Salary: Scale 5, sp. 12-15

Main Duties

- Responsibility for the administration of student attendance within SIMS.
- To ensure all registers are completed and no unexplained absences remain.
- To follow up on staff for missing registers, as necessary.
- Responsible for the daily update of systems with reasons for absence, contacting home for unknown absences, messaging regarding lateness to school.
- To check the accuracy of registers and where necessary classes, to ensure that students are genuinely absent.
- Manage the late gate, greeting students on arrival at the School, signing them in and addressing punctuality issues directly with the student and following up on persistent absence with their parents/carers
- Set up punctuality detentions and share with relevant staff to ensure that they are carried out
- To contact parents/carers of students on the first day contact list on a daily basis to advise them of the student's absence.
- To assist in the administration of Covid-19 responsibilities such as contacting parents, when necessary and following up school based pastoral procedures
- To administer the school's Covid-19 track and trace system (when applicable)
- To work closely with tutors, Heads of Year, Senior Management Team and outside agencies to analyse data and compile and present reports on student attendance to promote and celebrate good attendance and the raising of standards.
- To send letters home to parents/carers relating to the student's attendance. Letters will vary according to the circumstances, some being in template format others being written by the Post Holder.
- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of the School.

- Persistently challenge low pupil attendance within school and individual classes.
- Ensure the student information is logged and /or filed efficiently.
- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school.
- Responsibility for extracting relevant data relating to all aspects of student attendance including individual, group and reasons for absence from SIMS and producing in an appropriate format, attendance data for the management team.
- Raising penalty notices for students when there is concern about their attendance.
- To complete the DfE annual attendance returns, providing accurate information for the school census and school audit.
- Attend half termly attendance meetings and contribute to these meetings, providing relevant information and making any appropriate recommendations.
- To meet regularly with the Education Welfare Officer regarding student attendance.
- Responsible for the implementation of the School's attendance policy and children missing in education protocols.
- To maintain the School's First Aid and First Aider list training plans, including for specific medical needs of students as shown on care plans, like Epi-Pen and asthma pumps
- Monitoring, tracking and management of medication and its safe storage and administration
- Be responsible for First Aid kits, replenishment and monitoring
- Coordinating an immunisation programme with the local NHS
- Ensuring appropriate routines and procedures are in place for fire drills
- Undertake First Aid and Fire Marshall duties (training provided)
- In dealing with members of the school community to be mindful of the school's Catholic ethos and its Equal Opportunities policies.
- In discharging the duties of the post have regard to the provision of the Health and Safety at work legislation.

Carry out any other duties commensurate with the role and grade of this post.

All job descriptions are subject to review and modification according to changing needs and circumstances

**ST URSULA'S CONVENT SCHOOL
PERSON SPECIFICATION
ATTENDANCE & MEDICAL OFFICER**

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Good general standard of education • Good numeracy / literacy / ICT skills (GCSE grade C or above or equivalent) 	<ul style="list-style-type: none"> • Safeguard training • SIMs training • Attendance training or qualification • First Aid trained
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Experience of working in a School Office • Knowledge of school administration practices and procedures • Experience of using SIMs or similar data management system • Experience of using Edulink or similar parent communication software • Ability to undertake a range of office administration, accurately and efficiently including data entry skills • Excellent communication skills, both verbal and written • Excellent working knowledge of Microsoft Office (Word and Excel) • Excellent organisational skills • Ability to prioritise workload and to work to, and meet, deadlines • Ability to problem solve • Ability to work accurately under pressure in a very busy environment and adapt quickly and effectively to changing circumstances/situations. • An ability to use own initiative, work independently and also as part of a team • Knowledge and awareness of the importance of confidentiality and data protection • An understanding of the ethos of a school 	<ul style="list-style-type: none"> • Experience in the same / a similar role • Experience of liaising with parents / carers both formally and informally • Experience of managing attendance systems, to include completing weekly, half termly and annual reports as required • Knowledge of SIMs (or similar system) in relation to attendance and report generation • Knowledge of attendance policies and procedures • Knowledge of the range of agencies that work with students and their families • Working knowledge of Outlook / GMail
Personal Qualities	<ul style="list-style-type: none"> • Excellent record of punctuality and attendance • Good interpersonal skills with children and adults. • Smart professional appearance • Discreet and confidential manner • Motivated, enthusiastic and flexible 	

	<ul style="list-style-type: none">• Effective time management skills• Awareness and commitment to equality of opportunity, valuing diversity, health and safety and safeguarding.• Supportive of the School's Catholic Ethos	
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