



POSITION DESCRIPTION – ATTENDANCE OFFICER

- POSITION TITLE:** Attendance Officer
- RESPONSIBLE TO:** Head of Middle School
- RESPONSIBLE FOR:** The administration and monitoring of student absences in the Secondary School.
- FUNCTIONAL RELATIONSHIPS:**
- Head of Middle School
 - Head of Senior College
 - Middle School Office Administrator
 - Senior College Office Administrator
 - Teaching Staff
 - Parents
 - Students
 - Support Staff

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to year 13 education which is:

- Independent.
- Co-educational.
- Christian in its ethos, derived from its Presbyterian foundation.
- Scottish in traditions.
- Focused on excellence, the love of learning and encouraging each student's highest personal achievement.
- Caring, supportive and stimulating.
- Attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities.
- Able to offer boarding accommodation during the school year from Years 9–13.
- Inspirational and encouraging, by providing the appropriate support for each student to achieve her/his potential.

Values – principles in all we do.

VALUE	
Truth Pono	We seek knowledge and act with integrity.
Excellence Kairangi	We strive for our best.
Faith Wakapono	We step forward in confidence.
Creativity Auahatanga	We dare to imagine and make a difference.
Inclusivity Kanorau	We value diversity and embrace difference so we all belong.

KEY RESPONSIBILITIES:

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

General principle: The College must be able to track the whereabouts of every student at all times during the school day.

1. Student Attendance & Absence Notifications

The attendance line mailbox and inboxes are cleared promptly before the start of the school day (8.30am) and kept cleared throughout the day. Student attendance/absence is recorded in Synergetic promptly and is kept up to date.

Explained absences (e.g., trips, music lessons, Health Centre visits, Guidance unit appointments, sickness, etc.) are recorded accurately in a timely manner so students do not incur unexplained absences.

2. Student Attendance Reports and Absence Follow-Up

The Attendance Officer follows-up on student absences promptly, including phoning parents and home if necessary. Unexplained absences are highlighted for follow-up by tutors/academic staff. Key academic staff are kept up to date and so able to follow up on recurring attendance issues. Reporting is provided to the Head of Middle School and/or Head of Senior College, as required.

3. Attendance Data & Reporting

Student attendance data is kept up to date, accurate and accessible through the College systems. The College meets its requirements to the Ministry of Education with the accurate use of codes.

4. Health & Safety

Encourage compliance with Health & Safety requirements at the College and be able to assist with trial and real emergency evacuations. First aid is given to students as required working with the College Health Centre, Normans Road Surgery and/or Emergency Services where appropriate.

5. General

Assisting the Middle School Administrator as and when required, including providing cover, so that the needs of the Middle School Office are met and its reception is always staffed and open during the working day. Undertakes any other reasonable duty or task that may be required.

HOURS OF WORK:

Full-time, part year working Monday to Friday, 7.30am-4.00pm with a half-hour unpaid break, term time only (37-weeks per annum).

Some work during the term break may be required but will be by mutual agreement with the Head of Middle School or Head of Values and Culture.

EXPERIENCE & ICT SKILLS:

1. IT skills - able to effectively use and learn new technology.
2. Experienced with student management databases.
3. Experienced and confident with Word, Excel.
4. Experience working in an administrative role preferred.
5. Experience working in a school environment is preferred but not essential.

PERSON SPECIFICATION:

1. Personal qualities of honesty, integrity, enthusiasm and approachability.
2. Excellent communication skills – ability to communicate well verbally and in writing.
3. Able to work quickly and under pressure.
4. Organised with an eye for detail – high level of accuracy.
5. Ability to work calmly and positively in all situations.
6. A team player – collegial.
7. Able to show initiative and suggest improvements to processes.
8. Loyalty and commitment to students and their parents and staff.
9. Be supportive of the strengths of the school, and exercise discretion and confidentiality.
10. Always interested in students.
11. Excellent people skills – professional, friendly manner.
12. Ability to work independently.