**FIR VALE SCHOOL**

**Job Description**

**Post Title: Temporary Attendance Support Worker**

**Hours of Work:** 20 hours per week (7:30am – 11:30am) term time only Monday to Friday

**Scale:** Grade 3 (SCP 5 – 6)

**Responsible To:** Assistant Headteacher (Attendance)

**Responsible For:**

* Accompanying the Attendance and Welfare Manager on home visits
* Administration of student attendance via SIMS modules following the correct process and procedures in relation attendance
* Activating text alerts to parents via SIMs and dealing with responses received back amending registration marks and adding notes to record a student’s reason for absence
* Administer requests for holidays in term time adhering to policy and procedure
* Checking and amending missing marks, including offsite provision marks
* General admin support for the Attendance team

As a member of the admin support team you will undertake work in the following areas:

**Administration**

* Provide general clerical/administrative support to the office e.g. photocopying, filing, faxing, franking of post, complete standard forms, respond to routine correspondence
* Undertake typing and word-processing and other IT based tasks
* Undertake administrative tasks and procedures
* Provide general advice to staff, parents/carers, students and others as appropriate
* Operate relevant equipment ICT packages (e.g. Microsoft office/SIMS)

**General Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals as appropriate
* Participate in training and other learning activities and performance development as required
* To be aware of confidential issues linked to home/student/teacher/school work and to keep confidentiality as appropriate
* Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the employee
* Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Headteacher, SLT or Line Manager