

LINCOLNSHIRE COUNTY COUNCIL	
JOB DESCRIPTION	
DIRECTORATE: Children's Services	Division/Section/Branch: Schools
Service/Sub-Division:	
JOB TITLE: Attendance Officer	JEM Number 01-154
GRADE:	
REPORTS TO [Job Title]: Headteacher or other designated person	
1.	PURPOSE OF JOB: To assist the administration team in the provision of clerical and administrative duties with regard to student attendance
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i.	To assist in the compilation of such reports, records and assessment of data as may be required by the school, governors, Education Authority of DfES
ii.	To assist in the analysis of school attendance registers. To maintain such records as may be required including admissions, leavers and student records
iii.	To input data onto Integris, or other software, as required
iv.	To liaise with parents/carers as directed regarding issues relating to individual pupils, including the investigation of absences. Collate and file attendance data
v.	To analyse and produce reports regarding attendance
vi.	Co-ordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE No management or supervision required
4.	CREATIVITY AND INNOVATION Creativity is exercised within a general framework of recognised procedures
5.	CONTACTS AND RELATIONSHIPS

	Day to day contact with parents/carers, staff and external bodies on routine matters
6.	DECISIONS
	<p>a) Discretion</p> <p>Work is carried out within clearly defined policies and procedures, advice can be sought from Line Manager</p>
	<p>b) Consequences</p> <p>Impact is likely to remain local and errors should easily be identified and remedied</p>
7.	RESOURCES
	Postholder may be required to handle cash when undertaking reception duties
8.	WORK ENVIRONMENT
	<p>a) Work Demands</p> <p>Work is subject to some interruptions from reception/telephone duties. This is part of the role and does not cause any significant change to the overall tasks</p>
	<p>b) Physical Demands</p> <p>General office work that may require long periods working at a computer</p>
	<p>c) Working Conditions</p> <p>School environment</p>
	<p>d) Work Context</p> <p>Some direct contact with parents/carers, students and colleagues on matters that are routine but occasionally contentious</p>
9.	KNOWLEDGE AND SKILLS
	<p>No formal qualifications required Computer literate Keyboard skills</p> <p>Desirable – 6 months relevant experience NVQ2 , CLAIT or equivalent</p>
10.	GENERAL
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.</p> <p>Guidance on the completion of this JD is available from your Directorate HR Adviser.</p>			

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Attendance Officer	JEM Reference No. 01-154
Directorate Schools	Evaluation Date 12/9/06
Service Generic	

FACTORS:	LEVEL	POINTS
Management of People	1 (up to five)	16
Dispersal		
Creativity and Innovation	2	40
Contacts and Relationships	2	38
Decisions Discretion	2	36
Consequences	1	12
Resources	1	10
Work Environment Work Demands	2	16
Physical Demands	1	6
Working Conditions	1	6
Work Context	1	8
Knowledge and Skills	2	80
TOTAL POINTS		268
GRADE		Grade 3

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project