

**CHESHIRE WEST AND CHESTER BOROUGH COUNCIL
JOB DESCRIPTION QUESTIONNAIRE**

JOB TITLE	Attendance Manager (Secondary School)	JOB REF NO	AAAE5126
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BASIC JOB PURPOSE

To manage the school's attendance system and to provide welfare support to students and parents.

NO	MAIN RESPONSIBILITIES
1	Manage the school electronic attendance system.
2	Provide advice and guidance to the Attendance Lead with regard to the overall management and direction of the attendance system.
3	Provide regular statistical data and reports to Form Tutors, Pastoral Leaders and the Education Welfare Service.
4	Provide welfare support to students and parents to maximise students' attendance, by doing home visits each day.
5	Follow up unauthorised absences by phone calls to parents.
6	Manage Education Maintenance Allowance (EMA) within the school.
6	Liaison with Education Welfare service, Progress Leader and Form Tutors.
7	Word process and dispatch letters to parents re unauthorised absence, late arrival and detentions and use the Edulink app.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	