



## Position Description

<b>Position:</b>	Attendance Officer
<b>Department:</b>	Administration
<b>Responsible To:</b>	Business Manager
<b>Engagement Type:</b>	Permanent part-time, Term Time Only
<b>Supervisory Responsibilities:</b>	None
<b>Purpose:</b>	To carry out attendance-related data entry using the school's paper-based and electronic attendance systems

## KEY RESPONSIBILITIES/JOB DUTIES

- Liaise with Teachers to ensure prompt return of student attendance data
- Manually input data based on roll returns from relieving teachers, alternative provisions, trade schools & work experience (careers)
- Input and coordinate rolls for school trips and in- school activities
- Follow up on unexplained absences with students, parents and external stakeholders, as required
- Follow up on Lates (to school/class) with students & parents/caregivers when required
- Input and coordinate student disciplinary actions, including detentions
  - Issue detentions for truancy from previous week or as requested by teachers
  - Coordinate & escalate missed detentions with Deans
  - Email students & parents/caregivers advising detentions allocation and due dates
  - Coordinate student numbers and paperwork with the detention teacher
  - Organise/schedule dates for detentions
  - Action detention alterations
- Input data from VISTAB into KAMAR
- Activate and respond to responses from attendance group messaging services
  - Emails, Voicemail, Schoollink/Absence Manager, WHS Website
- Prepare attendance-related information for the senior leadership team and external agencies i.e Southern Health School when and if required.
- Maintain and file attendance records
- Prepare statistics to evaluate student's attendance and detention patterns
- Ensure Attendance Report for Ministry of Education is submitted each term
- Monitor and address concerning attendance patterns with SLT/Deans/Kaiārahi and the Student Attendance Community Officer



- Organise, prepare and assist with RockOn Meetings
- Maintain student and staff privacy and protect operations by keeping information confidential
- Provide occasional administration assistance to teaching staff, including the use of the Student Management System
- Other duties as reasonably requested by the line manager

**Skills Required:** Organization, typing, data entry skills, attention to detail, confidentiality, privacy, thoroughness, independence, analyzing Information, ability to work with students, staff and parents/caregivers

**Minimum Requirements:** Excellent computer skills with emphasis on Microsoft Office, Google workspace and student management systems (KAMAR preferred). Ability to deal with students of all high school ages calmly and without confrontation, and to deal with parents in a similar manner.

*Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.*