



## JOB DESCRIPTION

<b>Post:</b>	Attendance Administrator
<b>Responsible to:</b>	Director of Quality/ Learning Services Team Leader
<b>Salary:</b>	Full Time, Term Time (38 weeks) £18,278 - £18,618 pro rata, (£15,455 – £15,742 per annum) Scale 2 Pts 15-16
<b>Conditions of Service:</b>	Truro & Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>Non-attendance data tracking and monitoring, inputting information and emailing tutors regarding the attendance of individuals.</p> <p>Monitoring daily the attendance to specific lessons in various programme teams across the college, contacting learners and parents promptly with regard to lateness/absence and keeping up to date records.</p> <p>Maintain Attendance database and share data with personal tutors, lecturers and Programme and Deputy Team Leaders.</p> <p>Ensure the college attendance monitoring systems are implemented rigorously.</p> <p>To signpost students to additional support if required.</p>
<b>Specific Duties:</b>	<p>Utilising attendance reports to monitor and follow up on attendance issues with students, parents, tutors, DTLs and PTLs</p> <p>Checking attendance at lessons within identified programme areas.</p> <p>Liaise with English and maths attendance officers to support an integrated approach to attendance reporting.</p> <p>To use Microsoft Office Applications such as Word, Excel and Access to generate information.</p> <p>To report and reconcile data and information generated by the system.</p> <p>Adhering to the attendance policy with regards to contacting students and parents/carers/guardians.</p> <p>Adhering to the attendance policy with regards to contact with tutors and PTLs.</p>



**General Requirements:** As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION ATTENDANCE ADMINISTRATOR

### Essential

- Successful completion of education at Level 3 or above
- Excellence in using computer-based information systems: Access for database input, Excel for recording numerical data, excellent keyboard and typing skills
- Use IT systems to compile reports as well as analysing statistical data for monitoring purposes
- Ability to maintain accurate and up to date records with high levels of attention to detail
- The ability to interpret information and situations in order to solve problems
- Ability to report effectively to others
- Excellent telephone manner
- Excellent communication skills, ability to persuade/negotiate
- Excellent interpersonal skills for communicating tactfully with colleagues and students
- Willingness to work independently with initiative, and to work flexibly as part of a team
- Willing to embrace change and improve efficiency
- Confidence and sensitivity together with cheerful persistence in dealing with people
- A sound knowledge and understanding of issues linked to confidentiality
- A positive and encouraging outlook with young people; a commitment to empowering them through their successful completion of their course

### Desirable

- Experience of working with young people
- First Aid qualification

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.