

# Job Title: Attendance Officer

**Location:** In Toto Ed London

**Reports to:** Deputy Head

**Contract Type:** Full-time, term time only plus 3 weeks

**Salary:** £28,000-£34,000 – depending on experience

## Role Overview

The Attendance Officer is responsible for monitoring, improving, and maintaining high levels of student attendance across In Toto Ed London. The role also includes supporting the Exams Officer with the smooth administration of examinations and line managing the school administration team, ensuring efficient, high-quality administrative operations across the school.

## Key Responsibilities

### Attendance Management

- Monitor daily student attendance and punctuality, ensuring accurate and timely record-keeping.
- Follow up on absences promptly, including contacting parents/carers and maintaining communication logs.
- Identify patterns of persistent absence and implement strategies to improve attendance.
- Produce regular attendance reports for senior leadership and Governors.
- Work collaboratively with pastoral staff to support students with attendance concerns.
- Ensure compliance with safeguarding and statutory attendance requirements.
- Undertake home visits where necessary

## **Support to Exams Officer**

- Assist with the planning and administration of internal and external examinations.
- Support the organisation of exam timetables, seating plans, and candidate entries.
- Help ensure compliance with exam board regulations and procedures.
- Assist in coordinating exam-day logistics, including materials and invigilation support.
- Support the secure handling of examination papers and results.

## **Line Management of School Administration Team**

- Line-manage the school administration team, providing leadership, supervision, and support.
- Oversee day-to-day administrative operations to ensure efficiency and high standards.
- Oversee the onboarding of new students
- Allocate tasks, manage workloads, and monitor performance of admin staff.
- Conduct regular check-ins, performance reviews, and support professional development.
- Ensure the front office provides a welcoming, professional, and responsive service.
- Implement and maintain effective administrative systems and processes.

## **General Responsibilities**

- Maintain confidentiality and handle sensitive information appropriately.
- Contribute to the overall ethos, values, and development of In Toto Ed.
- Ensure compliance with safeguarding, health & safety, and data protection policies.

- Support wider school operations as required.

## **Person Specification**

### **Essential**

- Experience in an administrative or school-based role.
- Strong organisational and time management skills.
- Excellent communication skills (written and verbal).
- Ability to analyse data and produce clear reports.
- Confident using school systems (e.g. MIS) and Microsoft Office.
- Experience of line managing or supervising staff.

### **Desirable**

- Experience in attendance or pastoral support.
- Knowledge of school attendance regulations.
- Experience supporting examinations processes.
- Previous experience leading an administrative team in an education setting.

## **Key Skills & Attributes**

- Highly organised and detail-oriented
- Proactive and solution-focused
- Professional and approachable
- Able to handle sensitive situations with discretion
- Strong leadership and team management skills

## **Safeguarding Statement**

In Toto Ed London is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.