



Founded 1879

St. Aloysius' College

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Voluntary Aided R.C. Boys 11-18 Comprehensive School in Islington

Headteacher: Paula Whyte

Attendance Officer/Admin Assistant

Job Title:	Attendance Officer	Duration:	Permanent
Contract Type:	Contract	REF:	STA-AOFF-062018
Location:	Highgate, Islington, London	Contact Name:	Debbie McDonagh
Industry:	Support staff	Contact Email:	mcdonagh.d@sta.islington.sch.uk
Salary:	Scale 6	Closing Date:	2 nd October 2020
Start Date:	October 2020	Date posted:	16 th September 2020

Job Description

St. Aloysius' College is a successful North Islington R.C. Comprehensive school. We take pride in our friendly and inclusive school community with its commitment to supporting pupils and staff in achieving their full potential.

We are looking to appoint an Attendance Officer who will work alongside the Head Teacher, other school staff, parents, pupils and outside agencies to ensure the positive attendance of pupils across the school.

CPD opportunities are supported.

Your responsibilities will include:

- Receive all calls regarding attendance and enter all data including reasons for absence/lateness on to the school systems, this will include all off-site provision, authorised and unauthorised absence and educational visits.
- Monitor and identify any student truancy from lessons.
- Sign in and monitor all student arriving late to school on a daily basis.
- Administer First day call up using Truancy Call.
- Keep on file all attendance data and prepare summary for Attendance Returns.
- Collating, inputting and using school-based data to support analysis reports in SIMS.
- Presenting data in a range of formats for analysis, monitoring and presentations.

St. Aloysius' College is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

This appointment is subject to an enhanced DBS check and positive references

How to apply: An application form is available via the school's website <http://www.sta.islington.sch.uk/>. Please email your completed application to **Debbie McDonagh** or drop off the application to the school office.