



Job Title	Attendance & Medical Officer
Primary Responsibility	To promote excellent student attendance, reduce levels of absence and assist with medical issues.
Salary	Grade 4
Hours of Work	30 hours per week, term time only (190 days PA).

Job Purpose

- Promote and support high levels of attendance
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers
- To delivery the health and first-aid provision for students in line with the schools first aid/medical policy.
- To ensure all injuries are appropriate reported
- To work closely within the Pastoral team to support students.

Line Management

Responsible to: Senior leader responsible for attendance

Liaising with: Inclusion Team

The post-holder will carry out all duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

Date of Publication October 2018

Main Duties and Responsibilities

- To identify and work with individuals and groups of students, using regular attendance checks.
- To work closely with parents/carers and students to improve levels of attendance.
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers.
- Provide emergency and routine first-aid treatment for students, staff and visitors.
- Deal with emergency health related incidents.
- To ensure all registers are completed and no missing marks or unexplained absence remain.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation.
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- Circulate new admissions tests to Curriculum Leaders and liaise with them regarding class numbers and sets, thereby creating a student timetable.
- Hold an emergency stock of prescribed medicines and tablets for distribution to certain students, as and when required, in line with parental consent with the appropriate documentation completed.
- Contact parent/carer if a student needs to go home, following laid down procedures.
- Liaise with tutors, and parents, if visits to the medical room become very regular.
- To liaise with the safeguarding team regarding child protection.
- Any other duties, as defined by the line manager that do not change the general character of the job or the level of responsibility entailed.

General Administrative Duties

Undertake a variety of shared general school administrative jobs, including data entry, photocopying, filing, first aid cover, including essential work of absent colleagues, commensurate with the grading of the post, as directed by the Line Manager.