

VACANCY NOTICE
Attendance Officer (Part time term time only)
22.5 hours per week – fixed term until December 2018
Offering a competitive Salary

This is an excellent opportunity within The TTE Technical Training Group. TTE is a successful local and international training company based in Middlesbrough, UK with a number of operational projects overseas. TTE is one of the UK's leading providers of technical training and consultancy services to the industries it serves and has an exceptional reputation on the international scene.

The TTE team is looking to recruit an Attendance Officer to work within a busy environment.

This is a fixed term position until December 2018 working part time on a term time only basis.

This position reports directly to the HR and Welfare Manager.

Main Duties & Responsibilities

- The Attendance Officer will work alongside key staff in centre to promote excellent attendance, reduce levels of absence and work with learners and families to promote high levels of attendance.
- It is vital to promote and support high levels of attendance, to support students in achieving to their full potential
- Promote a positive attendance and punctuality culture within the centre
- To work in conjunction with the Operations team and in particular with the Student Success Coordinators in order that the learner is reaching their full potential.
- To work with identified individual and groups of students, using regular attendance checks and contact 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 Operations, Welfare and parents/carers.
- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To check and remind any necessary staff to complete registers.
- To conduct learner home visits as required
- To manage authorised leave request forms
- To ensure all unexplained absences are accounted for or send letter/set up meeting to establish an explanation
- To follow Attendance policy and send out letters as required.
- To support in reinforcing the requirement for students to be wearing their learner ID cards
- To produce and interpret information relating to attendance patterns.
- To provide updates for relevant staff on student attendance.
- To monitor the attendance of vulnerable groups of students and liaise with SEND Coordinator and Welfare department where required.
- To contact all absent students on a daily basis in line with the school's Attendance policy.
- To assist with the identification of students who will receive support in improving their attendance record.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To collate, maintain and update attendance data via CELCAT.
- To work alongside relevant staff, senior management, Welfare Officer, SEND Coordinator to exchange information and determine appropriate levels of intervention.
- To understand and manage attendance information via CELCAT

Person Specification

- Experience of developing effective support in relation to the management of attendance
- Ability to work independently and manage own workload effectively
- Ability to prioritise tasks and take the initiative in a changing and dynamic environment

- Excellent proven communication (written and verbal) and interpersonal skills with a range of professionals, parents and young people
- Excellent organisational and record keeping skills
- Ability to promote and build the importance of attendance and the impact this can have on progression
- An excellent telephone manner and the ability to use tact and diplomacy when necessary
- Computer literate with the ability to produce accurate documents, spreadsheets and reports etc
- Awareness of business environment and Company objectives.
- Prioritise work and work on several tasks at any given time
- Discretion and confidentiality
- Knowledge of key stakeholders and internal key personnel
- General administration skills to a high standard of accuracy and presentation

Education & Work Experience

- Experience of working in an educational environment in a similar role
- GCSE graded A – C in Maths and English

This position will be based on Teesside and is due to commence as soon as possible.

TTE is a progressive employer committed to achieving the very highest standard of Health & Safety, Quality and Service to our customers.

A Job Description and application form is available upon request from the HR Team. Please note CVs will not be accepted as a form of application.

The last day for applications will be: Monday 18th June 2018

Any offer of employment will be subject to pre-employment checks, including the receipt of a satisfactory DBS Enhanced Disclosure, production of satisfactory references and proof of relevant qualifications, proof of right to work in the UK as part of our commitment to Safer Recruitment.

If you think you have the necessary skills please complete our application form available from the HR Team - email HR@tte.co.uk

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TTE IS AN EQUAL OPPORTUNITIES EMPLOYER & COMMITTED TO SAFEGUARDING