

# Avondale College Position Description

## February 2025

<b>Title</b>	Community Attendance Officer
<b>Department</b>	Student Services
<b>Reporting To</b>	Deputy Principal, Attendance Officer
<b>Functional Relationships</b>	Students, Whānau, Deputy Principal responsible for Student Services, Business Manager, Home Room Teachers, Deans, Deputy Principals, Guidance Counsellors.
<b>Purpose of Position</b>	Monitoring student attendance, connecting with whānau regarding attendance matters, and supporting efforts to improve overall attendance rates.
<b>Primary Objectives</b>	<ul style="list-style-type: none"> <li>• Create proactive measures to improve attendance of students</li> <li>• Connect with students and whānau to gain insight into attendance issues</li> </ul>

Key Result Areas	Expected Outcomes
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Monitoring of attendance records and follow up with students and whānau where required.</li> <li>• Monitoring of attendance records and follow up with students and whānau where required.</li> <li>• Communicate with whānau to address attendance concerns and promote regular attendance.</li> <li>• Collaborate with teachers, guidance counsellors, deans and other staff to identify and address attendance-related issues.</li> <li>• Maintain accurate attendance records and generate reports as needed.</li> <li>• Implement strategies to reduce truancy and improve overall attendance rates.</li> <li>• Provide support and resources to students and whānau facing attendance challenges. This may include home visits.</li> <li>• Assist in the development and implementation of attendance improvement initiatives and programs.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Be an active presence around the school site with a focus on supporting students to be in class.</li> <li>• Support various staff around the college in measures to improve attendance.</li> <li>• Keep up to date and accurate records.</li> </ul>
<b>Other Tasks</b>	<ul style="list-style-type: none"> <li>• Complete other tasks/project related goals and objectives as delegated by and agreed to with Manager/s.</li> </ul>

**Person Specification**

<b>Experience / Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent computer skills - essential in Outlook &amp; MS Office Suite.</li> <li>• Ability to handle a busy work environment - prioritize workload, problem solve and meet set deadlines.</li> <li>• Exceptional communicator with a high level of cultural awareness and outstanding people skills.</li> <li>• Ability to maintain confidentiality and handle sensitive information with discretion.</li> <li>• Takes initiative, has good judgement and confidence to act within agreed parameters.</li> <li>• A flexible, helpful, and willing attitude. Prepared to assist and support the team wherever needed during peak times.</li> <li>• A warm, friendly and caring person, who is interested in working with students and ensuring their wellbeing.</li> <li>• Ability to work autonomously and as part of a small and dedicated team, at the same time identifying with the College as a whole.</li> <li>• A Full Drivers Licence.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Someone who loves attention to detail, who is highly organized and efficient.</li> <li>• Ability to focus and work effectively in a dynamic environment.</li> <li>• Positive and proactive attitude with a sense of humour.</li> </ul>
<b>Role Information</b>	<p>This is part-time, term-time, fixed term only position.</p>

Name:

Signed:.....Employee

Date:\_\_\_\_\_

Name:

Signed:.....Business Manager

Date:\_\_\_\_\_