



**JOB DESCRIPTION  
NORTHCOTE COLLEGE  
STUDENT SUPPORT SERVICES**

*"Te Pakiaka Tangata"* Strengthening student wellbeing for success

**POSITION: ATTENDANCE ADMINISTRATOR**

**RESPONSIBLE TO: DEPUTY PRINCIPAL**

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Hours of work: 8:30 – 3:00pm or by arrangement.

### **Key Tasks**

#### Attendance:

- Receive phone calls, emails, App notifications from parents/caregivers regarding absences from school
- Each day; email parents/caregivers querying absences from school
- Follow-up with parents/caregivers regarding absences, often sensitive/confidential in nature
- Respond to parent/caregiver queries when required
- Arrange leave passes, when requested
- Actively identify students of concern to refer to Deans.

#### Reports

- Provide Deans with lists of any absences of concern that may need to be followed up with parents/caregiver.
- Each Monday, email previous fortnight's attendance report to Deans.
- Each term, weeks 4 & 8, provide attendance data to Deans.
- At the end of each term, ensure attendance data is accurate prior to Ministry of Education (MoE) uploading attendance data.
- When MoE Roll Return is uploaded by the Enrolment Administrator (3 times pa), run an attendance report, noting those students with attendance issues, detailing reasons for abnormal attendance, for the Auditors. When completed, send to Enrolment Administrator. This is filed with the MoE return for any future queries, in the Main Office.
- When requested, provide detailed reports for Principal, Deputy Principal and Deans regarding student achievement, attendance etc. This also includes all end of year attendance reports.
- At Term end, run the Attendance, Absences and Truancy report for the Principal, Deputy Principal and Deans.
- Provide other reports as requested by senior staff.

#### RockOn/KAS

- Action referrals to KAS truancy agency, via truancy portal on behalf of Deans, and record on Kamar.

- Produce and email Rock On letters to parents on behalf of Deans.
- Liaise with NZ Police regarding RockOn letter 3, for their action.
- Attend RockOn meetings, organise meetings, provide agenda, take minutes, record detailed minutes. (These are of a confidential & sensitive nature).
- Maintain spreadsheets/files to record actions taken to date.
- Action Senior truancy letters and record on Kamar.

Other:

- Always maintain confidentiality.
- Be active to support staff especially the Deans
- Manage and work closely with the Harakeke/student receptionist to ensure that this area is running smoothly, and student requests are handled in a friendly and welcoming manner.
- Cover for Harakeke reception staff absences/breaks etc.