

Job Description

Attendance Officer (Part-Time)



Please refer to Clause 3.2 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Attendance Officer (Part-Time)
Reports to	Senior Assistant Principal Pastoral Care
Working Relationships	Students, Deans, Form Teachers, Whanau/Caregivers, Attendance Officer

Employment Status: 12.5 hours per week – 8am to 10.30am daily, Term Time Only.
Fixed term Contract for 2026 and 2027

Purpose of the position

To work alongside key school staff to promote excellent attendance among students, reduce absence levels by liaising with students & families as required.

Key Responsibilities	Appraisal Indicators
Student Attendance	Maintain accurate attendance records. Whanau/Caregivers and staff notified of unexplained absence in a timely manner.
Attendance Reporting	Timely contact with Deans/Form Teachers and Senior Assistant Principal
Communication	Communicate & supply information as required to staff.

Tasks and Duties

<u>Student Attendance</u> • Maintain accurate computer records of attendance in the SMS Database. • Record all reported absentees from whanau/caregivers' phone calls and emails. • Record all explained absences and trips (via Schoolbridge) on the SMS Database.
<u>Attendance Reporting</u> • Report any repetitive absentees to Form Teachers and Deans.
<u>Communication</u> • Communicate with Deans, Form Teachers & other relevant staff of any messages received of concern.

General Responsibilities

Health & Safety & Wellbeing

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Understanding and honouring the Tiriti o Waitangi In all actions and decision making, relating to partnership, participation and protection.
- Contribute to a safe working & learning environment
 - Practicing safe work methods
 - Proper use of safety equipment
 - Active participation to eliminate & minimise workplace risks

Declaration:

Approved by:	
Date:	
Appointee:	
Date:	
Reviewed by / Date:	