

ATTENDANCE OFFICER

The Attendance officer plays a vital role in supporting student learning, wellbeing, and safety by ensuring accurate, timely, and responsive management of attendance data across all areas of campus life. The role supports both the Academic and Student Life Offices and works closely with key school leaders to ensure consistent implementation of attendance policies, effective communication, and strong support to students and families.

DIRECT REPORTS AND WORKING RELATIONSHIPS

The Attendance Officer reports directly to the Head of Academics, Foundation Programme, who provides day-to-day oversight, guidance, and performance management for the role.

The position works in close partnership with:

- the Head of Academics, Diploma Programme,
- the Assistant Head Academics, Diploma Programme,
- the Vice Principal of Academics, and
- the Vice Principal of Student Life,

to ensure aligned, whole school coordination regarding student routines, academic engagement, wellbeing, and attendance-related procedures. These individuals are key working partners in resolving complex cases, implementing policy consistently, and promoting an integrated approach to student support and wellbeing. school coordination regarding student routines, academic engagement, wellbeing, and attendance-related procedures. These individuals are key working partners in resolving complex cases, implementing policy consistently, and promoting an integrated approach to student support and wellbeing.

The role is also an essential support to the Registrar, collaborating regularly to maintain accurate attendance records, ensure consistent data flow, and support official reporting and transcript processes.

MAIN DUTIES AND RESPONSIBILITIES

The responsibilities of the Attendance Officer include, but are not limited to, the following:

1. Attendance Monitoring and Daily Operations

- Monitor and record daily student attendance across all aspects of school life, including academic classes, advisory, residential life obligations, activities, and special events.
- Maintain accurate, timely attendance data within the Student Information System, ensuring reliability for internal and external reporting.
- Process daily attendance lists and track unexplained absences, ensuring timely follow up in line with school policy.
- Communicate directly with students to support timely class attendance, which may include locating students in residential areas or elsewhere on campus when concerns arise.

2. Communication and Follow Up

- Serve as the primary point of contact for parents regarding attendance matters, including pre-arranged absences, leave requests, and general attendance concerns.
- Communicate with parents through email, phone calls, and video conferencing, maintaining professionalism, clarity, and responsiveness across all channels.
- Acknowledge, verify, and document parental communications, ensuring all information is recorded accurately and aligned with school procedures.
- Notify relevant Head or Assistant Head in Academics and Student Life about students of concern, recurring attendance issues, or patterns requiring intervention.
- Support clear and timely communication with students and families regarding attendance concerns, warnings, and sanctions.

3. Support for Academic and Student Life Functions

- Work collaboratively with the Registrar to ensure accurate attendance data is reflected in transcripts, official reports, and long-term student records.
 - Assist the Academic Office in supporting attendance procedures for both the Foundation and Diploma Programmes.
 - Coordinate with Student Life staff to ensure alignment between residential and academic attendance tracking.
 - Support data audits, corrections, and attendance reporting as directed by the Registrar or Vice Principal of Academics.
4. Detentions, Sanctions, and Record Keeping
- Process attendance violations and manage records related to detentions and other attendance-related sanctions.
 - Track completion of detentions, notify students and staff as needed, and ensure accurate documentation.
 - Maintain organized and secure attendance records in accordance with privacy, safeguarding, and data protection expectations.
5. General Administrative Responsibilities
- Provide administrative support to the Academic Office and Student Life Office during peak periods such as start-of-year onboarding, reporting cycles, and major school events.
 - Serve as a courteous and approachable first point of contact for students, parents, and staff within the Academic Office.
 - Perform any additional reasonable duties assigned by the Head of Academics, Foundation Programme, Registrar, or senior school leadership.
 - Any other reasonable duties assigned by the Head of Academics, Foundation Programme; the Vice Principal of Academics; the Vice Principal of Student Life; or the Principal.

SAFEGUARDING STATEMENT

UWC CSC is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

The school is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age or disability.