



Mersey Park Primary School
Job Description - Attendance Officer



Key Role:

To support the pupils in their class to have the best attendance possible.

Specific Duties:

- **To record the number of pupils in class on the door sign every morning and update throughout the day if necessary.**
- **To assist with Meet and Greet every morning.**
- **To assist with the completion of Attendance Cards for their class.**
- **To keep the classroom attendance display up-to-date.**
- **To give out class attendance rewards.**
- **To help with attendance issues in floor assemblies.**
- **To collect class rewards in the weekly awards assembly.**