



PIONEER LEARNING TRUST

Pursuing Excellence and Equity

JOB DESCRIPTION: Attendance & Admissions Officer

SCHOOL: This post is based at The Ferrars Academy

JOB PURPOSE: This post is centrally appointed to The Pioneer Learning Trust and based at The Ferrars Academy.

RESPONSIBLE TO Business Manager/Attendance Champion

GRADE: L3

PRINCIPAL RESPONSIBILITIES:

1. Maintain the school's attendance and punctuality records daily including entering messages from parents regarding sickness and planned absences, managing student signing in/out, monitoring of staff registers, register checks and other daily tasks.
2. Making first day absence calls/messages to parents/carers of students who fail to attend and ensuring that any unexplained absences are investigated and recorded in line with school policies and statutory requirements in conjunction with the leadership team/Attendance Champion.
3. Analysing data and producing regular and ad-hoc reports including Achievement and Rewards as required for the leadership team, Attendance Champion and external agencies. Ensure absence letters are sent out on at least a weekly basis and any amendments to the registers are made as soon as possible to provide the leadership team with an accurate picture of our current attendance
4. Monitor closely the attendance and punctuality of vulnerable groups, monitoring any trends and reporting any concerns directly to the leadership team/Attendance Champion, producing specific reports for these students.
5. Liaising with the Attendance Champion to monitor attendance and to work to prevent absenteeism and to ensure that absence from school does not reach 'triggers' for persistent absence
6. Provide administrative support for Nursery admissions processes including:
 - Administering 30 hours childcare entitlement.
 - Supporting parents with entitlement claims.
 - Communicating with parents and staff.
 - Providing information regarding changes to nursery provision.
 - Supporting the Nursery team with timetables and arrangements.
 - Managing the Nursery waiting list and associated admissions communications
7. Assist with the admission process of all children in the main school who are starting at The Ferrars Academy throughout the year.

8. Supporting the Business Manager in the maintenance of the school's computerised pupil information system.
9. Provide a full administrative service in the organisation of extra-curricular clubs and out of school hours activities, including:
 - Co-ordinating information both to and from parents relating to clubs and activities.
 - Maintaining and communicating registers to club leaders.
 - Set up and monitor payments on Parentmail.
 - Manage incoming and outgoing calls in relation to clubs/activities.
 - Any other administrative duties relating to clubs and activities.
10. Provide administrative and practical support to the school as part of the office team
11. Support the smooth running of the school office, taking phone calls, greeting parents and visitors, producing documentation and supporting all processes carried out by the office team.
12. Be prepared to step in to cover staff absence within the office team
13. Any other reasonable administrative duties commensurate with the role, as required.

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Office, ICT equipment

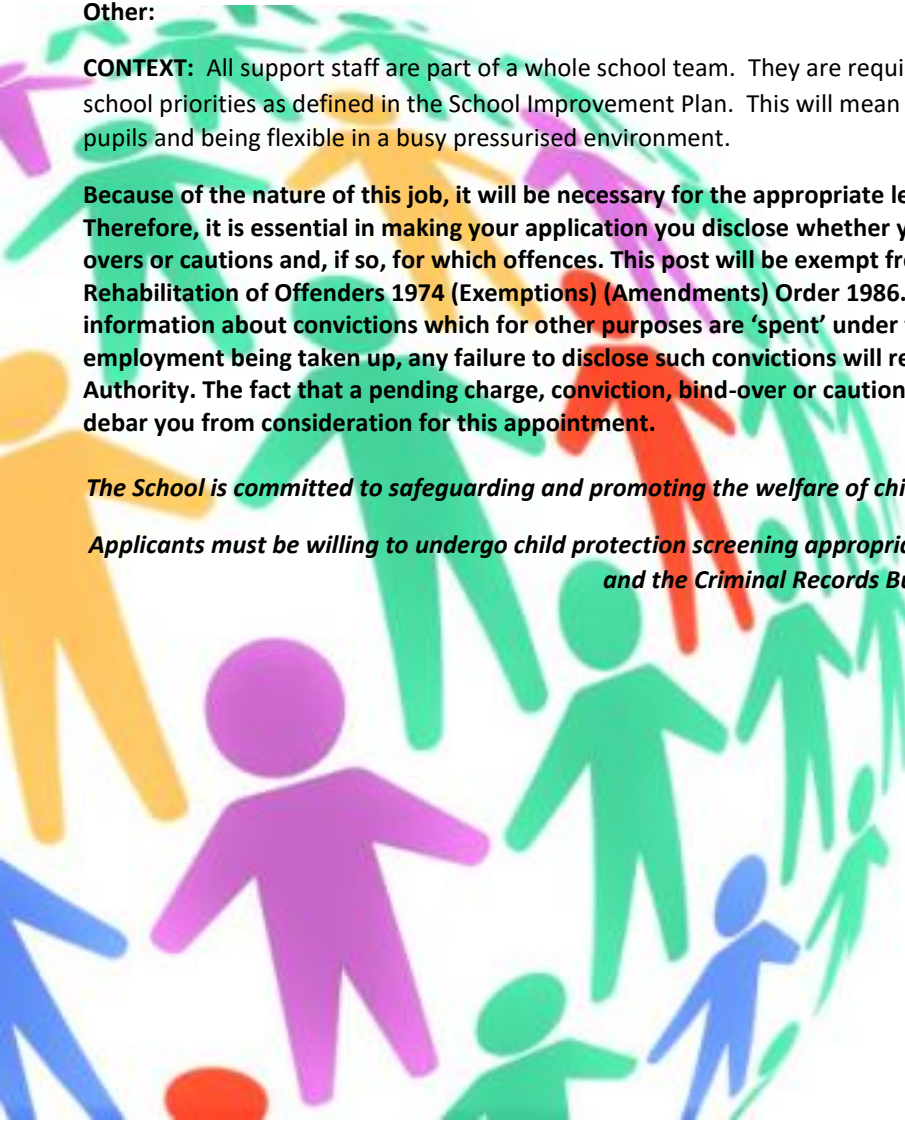
Other:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.



Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. Essential (E) :- without which candidate would be rejected Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working effectively with vulnerable children / young people in either education, social work, youth work or another related area of work	1,2	Experience of working effectively with a range of professionals to promote children's/young people's learning or welfare	1,2
	Experience of using word processing, spreadsheets, databases and IT packages.	1,2,3	Experience of working with a school management information system.	1,2,3
	Some work experience in a school environment in work related to pupil attendance.	1,2		
Skills/Abilities	Able to follow and work within procedures and guidelines	1,2,3	Customer service skills	1,2,3
	Able to check information and maintain accurate records.	1,2,3		
	Excellent spoken English and face to face communication skills	1,2		
	Demonstrable organisational skills – able to manage periods of heavy and conflicting demands.	1,2,3		
	Able to form working relationships with parents in the best interests of the child.	1,2		
	Ability to write an action plan for a pupil/student, maintain pupil records and write other short reports as required	1,2,3		
Competencies	Able to demonstrate: Appropriate motivation to work with young people	1,2		
	Ability to form appropriate relationships with young people	1,2		
	Emotional resilience in working with challenging behaviours.	1,2		
Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from minority ethnic communities.	1,2		

Specialist Knowledge	A knowledge of school attendance monitoring	1,2,3		
	Knowledge of school managements information systems.	1,2,3		
	Demonstrable knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality.	1,2		
	Demonstrable knowledge of the range of additional support / agencies which can be of assistance to vulnerable pupils/students and families.	1,2		
	An understanding of the importance of and procedures involved in safeguarding children.	1,2		
Education and Training	GCSE grade A-C in English and Maths	1,2,4	Paediatric Aid Certificate	4
	A relevant qualification to NVQ level 3 (e.g. education, childcare, social care		First Aid Certificate	4
Other Requirements	Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1		
	Ability to work flexibly and attend occasional meetings outside of normal working hours.	1		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

CVs will not be accepted for any posts based in schools.