

Job Description

Post: Attendance and Administrative Officer

Salary: Scale 3-6

Responsible to: Office Co-ordinator + SLT

Core Purpose

1. To improve school attendance through the effective working with pupils, families, pastoral support teams and other agencies, analysing data to guide interventions and evaluating their impact.
2. The key purpose of this role is to support the Office Coordinator to ensure the daily administration and smooth running of the school office. The office is the hub of the school where a wide range of demands need to be met to a very high professional standard. This role will be the first point of contact for parents, carers, volunteers, contractors and other members of the community, as well as governors, staff, and pupils.

Responsibilities

- To have oversight for the day-to-day management of all absence and attendance issues, escalating this as appropriate to the relevant senior staff
- To support administration staff in being responsible for successfully managing pupil absence and reporting each day, ensuring appropriate action is taken and escalated as appropriate
- To maintain a range of school records and data relating to pupil attendance records.
- To respond to requests for such data from a range of staff in the school and assist in the interpretation of such data and information.
- To work with SLT to supply accurate pupil attendance data for specific meetings.
- To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.
- To support the effective implementation of attendance and punctuality data (daily, weekly, half-termly and termly) to review the success of the academy policies and initiatives to improve the attendance and punctuality of students where this is of concern, including arranging letters and discussions with parents/carers and producing achievement certificates where required

- In cases of poor attendance and / or welfare issues, to be proactive in assessing the situation and liaising with the appropriate professionals when pupils may need additional support.
- To offer general advice to parents and schools on education matters.
- To maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.
- To proactively maintain and develop contacts with other statutory and voluntary agencies.
- To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system to ensure adherence to the school's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
- To network with internal and external health/support agencies on a regular basis.
- To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of a member of the school management team.
- To work with the school leadership team, teaching staff and the relevant REAch2 central team so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school's existing policies and processes.
- To liaise with schools staff, PEI, Social Services, Health and Family Support services as appropriate to identify pupils at risk of disaffection.
- To have knowledge and appreciation of the range of activities, course, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
- To network with countywide learning mentors, parent support advisers, family support workers and the PEI to share best practice.
- To work proactively with school staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving pupils within the social inclusion guidelines.
- Referral to West Sussec for submitting fines for holidays during school time.
- Complete Home Education Forms supported by SLT.

Welfare

- Provide support for the inclusion and DSL team in and where appropriate.

General School Support and Administration

- Carries out general office duties supporting the Office Coordinator, such as dealing with enquiries from visitors/parents in person/over the telephone, producing letters, photocopying, filing etc.

- Provides administration support to the Headteacher and wider Senior Leadership Team, including the Local Governing Body (LGB) where alternative arrangements are not in place
- Distributes items that are delivered to the school office across the school (i.e. children late to school, free fruit / milk, late packed lunches / PE kit etc..)
- Carries out admissions tasks to ensure that new starter and leaver information (pupils) is accurately recorded in the pupil MIS and arrangements for the upload/import of CTF files and where applicable, the secure delivery/receipt of paper files is carried out within the required timescales
- Records pupil attendance information on the pupil MIS, processes holiday request for parents, contacts parents where no explanation for absence has been received and escalates attendance issues to the attendance lead. (may also run attendance reports)

Communication

- Develops and maintains constructive relationships with stakeholders including parents, governors, staff, suppliers and external agencies
- Contacts parents as required throughout the school day
- Deals with incoming mail and ensures that mail is dispatched promptly, urgent matters are referred quickly and efficiently, and action taken to respond to routine correspondence in accordance with school procedures
- Responds to correspondence via the school's main email address or forwards to relevant staff as appropriate

Premises, IT and Asset Management

- Supports the effective procedures for fire drills, lock-down and emergency evacuation procedures
- Reports IT issues via the IT helpdesk or where third-party contracts are in place, to third party contractors
- Signposts colleagues to the appropriate reporting routes for IT issues

Safeguarding

- Takes responsibility for ensuring that all safeguarding and child protection procedures are adhered to
- Ensures people in and out of the school building provide suitable documentation, ensures appropriate security checks are carried out

Extended Schools, Extra-Curricular Activities and Trips

- the administration of extra-curricular clubs i.e. prepares registers, sends communications to parents, liaises with providers etc.

Person Specification

	Essential	Desirable
Right to work in the UK	*	
Knowledge/Qualifications and experience		
Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent	*	
<ul style="list-style-type: none"> Working with Children, Young People and Families Working with families and delivering effective support for families Knowledge of education Legislation Child Protection Experience using school Arbor school management information system. 	*	<ul style="list-style-type: none"> * * * *
Skills , abilities and personal attributes		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
<ul style="list-style-type: none"> Ability to communicate with a variety of people Meet deadlines whilst working under pressure Self-motivated and able to work constructively as part of a team Ability to relate well to children and adults Ability to work to deadlines and methodical approach to work Ability to work with children and families in a variety of settings within school, at home or in the community Ability to work flexibly and supportively with parents and carers Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers Excellent interpersonal, skills with the ability to communicate effectively with children and adults, individually and in groups Excellent organisational and time management skills Excellent oral and written communication skills including a sensitive approach to children and adults Ability to keep clear accurate records Be a confident and skilled user of ICT – able to use it with children and parents. 	<ul style="list-style-type: none"> * * * * * * * * * * * * * * 	

Commitment to promote and support the aims of REAch2	*	
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