

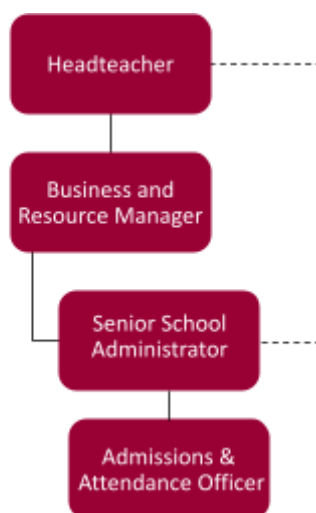
St Matthew's Primary School Job Description

TITLE: Attendance and Admissions Officer
SCHOOL: St Matthew's Primary School
RESPONSIBLE TO: Business and Resource Manager
GRADE: L4

PURPOSE OF POST:

To maintain the schools Attendance and Admission Register, analysing data, producing reports and working with the Leadership Team to ensure that school attendance targets are met, trends or issues with attendance are addressed systematically, mid year admissions into and out of the school are well managed, phase transfer and transition is effective and all statutory requirements are met.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Make daily checks of registers, complete daily absence sheets and where necessary make first day of absence and follow up calls, texts etc. ensuring that any unexplained absences are investigated and recorded in line with the school's policies and statutory requirements. 35
2. Monitor poor punctuality. Mark registers when pupils are late and ensure absence records are up to date. 15
3. Maintain computerised systems for pupil data and produce reports and management information as required in relation to Attendance and Admissions. ?

Relay information as appropriate to the Senior Attendance Champion, Headteacher, Safeguarding Manager, Commissioned EWO, Family Worker and LA Attendance Support Officer.

4. Meet with the Headteacher/Senior Attendance Champion weekly in relation to Attendance/Admission issues and work with the commissioned Education Welfare Officer (EWO) on a weekly basis and action agreed outcomes. Deal with outside agencies in an attempt to resolve issues where appropriate such as CME referrals, elective home education requests etc. Complete data daily to inform DfE attendance portal and complete annual school returns to the government as necessary. 5
5. Make organisational arrangements as required such as making appointments for meetings, liaising with the Safeguarding Manager, Family Worker, social workers, parents, Senior Leadership Team, SENDCo, School Medical Officer in relation to school attendance matters. 2
6. Liaise with all specialist teams within the school regarding absences related to ongoing needs eg medical, SEND, social care/safeguarding, Virtual School, housing issues, family circumstances etc. 2
7. Support newly arrived pupils by helping families complete appropriate forms, discuss school procedures, arrange tours of the school and liaise with previous schools to obtain information, arranging and doing home visits and organising translators as necessary. 10
8. Work with the LA School Admissions team in relation to the admission of individual pupils and attend appeals meetings as required. 5
9. Provide information for the Headteacher and Governors including analysis of data to inform a strategic action plan to improve attendance for individuals, families, groups, year groups and/or whole school. 2
10. Work with the Senior Leadership Team to identify pupils at risk of underachievement due to poor attendance so interventions can be implemented as appropriate. 2
11. Support High School transfer administration arrangements for Year 6 pupils and families. 3
12. Support the administrative elements of September new admissions into Reception. 3
13. Undertake home visits for different aspects of the role, in partnership with other colleagues and outside agencies e.g. EWO, Safeguarding Manager, Social Care, Family Worker, Early Years Team, SENDCo. 5

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| 14. | Support the Headteacher in ensuring all statutory documentation, such as the school's Attendance Policy is legal and reflects the practice of the school and provide statutory information for publishing on school website. | 2 |
| 15. | Ensure the school's Free School Meal register is updated weekly, liaising with the schools Data & Network Manager to do so. | 2 |
| 16. | Ensure Children Looked After Children's attendance data is reported to the necessary authorities as required. | 1 |
| 17. | Ensure Parentmail system is up to date with new admissions and leavers liaising with the schools Data & Network Manager to do so. | 2 |
| 18. | Ensure children's school records (Red Files) are received, are up to date, securely stored and circulated as necessary on admission and securely transferred on leaving with due regard for GDPR. | 2 |
| 19. | To undertake any other duties of a similar level and responsibility as may be required from time to time, including supporting the general work of the school's 'front of house' team. | 2 |

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: Computer, computer systems, other office equipment

Other: N/A

Physical Effort: Normal school environment

Working Environment: Normal school environment

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.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined

by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'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 Disclosure and Barring Service.'

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

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 work experience in a general office environment including working within administrative procedures.	1,2	Some experience of using IT packages such as Google suite or Microsoft	1,2
	Demonstrable experience of using word-processing, spreadsheets, databases and IT packages and use of the internet	1,2	Some work experience in a school environment	1,2
			Some experience of a public facing role	1,2
Skills/Abilities	Able to follow and work within procedures and guidelines with absolute accuracy and confidentiality.	1,2		
	Able to deal helpfully, politely and tactfully with colleagues, parents and pupils treating everyone with the same positive regard.	1,2		
	Able to check information and maintain accurate records.	1,2		
	Able write clear and precise notes to inform other colleagues of work and clear record keeping.	1,2		
	Able to communicate effectively in spoken and written forms.	1,2		

	Able to write straightforward letters and emails in a clear, concise and professional manner.	1,2		
	Able to read and follow instructions without deviation.	1,2		
	Able to use initiative within defined procedures.	1,2		
	Able to manage own workload and meet deadlines which may at times be competing.	1,2		
	A strong work ethic and the ability to work collaboratively and respectfully with colleagues, actively contributing to a positive work environment.	1,2		
Equality Issues	Able to recognise and act upon common forms of discrimination.	1,2		
Specialist Knowledge		1,2	Demonstrable work experience of attendance matters/issues/statutory regulations in schools	1,2
			Some knowledge of school management systems e.g. SIMS, Arbor, Bromcom etc.	1,2
			First aid certificate, or willingness to train.	1,2,4
Education and Training				

Other Requirements	Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1,2		
	Ability to maximise work productivity within working hours	1,2		

(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 Equality Act (2010) 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 (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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 Disclosure and Barring Service.