



Job Description

TITLE OF POST: Attendance Assistant Administrator

RESPONSIBLE TO: Executive Headteacher & Head of School

LINE MANAGER: Assistant Headteacher; Attendance

SALARY GRADE: Scale 3

JOB PURPOSE:

- To provide administrative support within the attendance office for the school, students and their families ensure the highest levels of school attendance.
- To provide cover for the first aid team within the medical room in the event of staff absence or emergencies (First Aid training will be provided).

CORE REQUIREMENTS

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in all stakeholders and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external professional colleagues as required.
- A commitment to safeguarding.

KEY RESPONSIBILITIES

- To support the attendance office manager with day to day administration tasks within the attendance office.
- To deputise for the attendance office manager in the event of absence.
- To provide information and advice to school staff regarding attendance matters and queries.
- To be an initial point of contact with parents regarding attendance matters and queries.
- To provide cover for the designated responsibilities of the school's first aid team in the event of staff absence or emergencies.
- To provide reports and produce data on student attendance and additional matters as requested.
- To ensure that all am and pm registers are completed promptly and accurately by members of staff.
- To investigate and check on any register anomalies and confirm the whereabouts of students in the event of any missing from lessons.
- To provide an initial daily check on students designated as vulnerable.
- To work effectively with all key stage pastoral teams to meet the attendance targets set by the school and provide support to students and families.
- To liaise with other schools/alternative providers/Welfare Call regarding attendance records and daily attendance registers.
- To perform any additional administration tasks commensurate with the role as directed.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.



Person Specification

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Excellent communication skills
Working knowledge of ICT
Competent literacy and numeracy skills
Effective time management with the ability to work to deadlines and manage own workload
Ability to work effectively under pressure, prioritising work
The ability to be both proactive and reactive to changes
Competence to liaise with outside agencies on behalf of the senior leadership team and extended leadership team
Experience of dealing successfully and diplomatically with staff, parents, students or community representatives
Aptitude to adapt to changing circumstances
Ability to take initiative and accept responsibility
To maintain professional relationships, whilst building a rapport with colleagues
Capacity to listen and empathise
Work effectively as part of a team and contribute to group thinking, planning etc., whilst at times work independently using personal initiative
Follow instructions accurately
High personal expectations and self-motivation
Committed to personal and professional development
Awareness of, and commitment to, equalities issues
Act as a role model for colleagues upholding the standards and expectations of the school vision and ethos, as defined within school policies