



Job Description

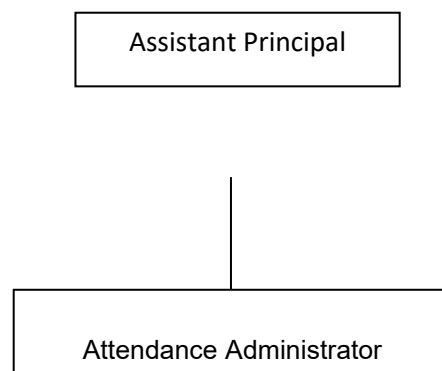
Job Title: Attendance/Administrator

Grade: 4

Reports to (job title): Assistant Principal

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Standard ☐ Enhanced ☒ None ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☒ No ☐

Line Management responsibility for:

No. of direct reports: 0

No. of indirect reports: 0

Size of budget: N/A

Job Purpose: To maintain and record accurate Academy attendance and Student Data.

To support the Academy Attendance Officer and DSL in relation to attendance and safeguarding processes.

Main Duties and Responsibilities

Attendance

To support Ormiston Bushfield Academy attendance strategies. This will include:

- First day absence calling – this is to ascertain whereabouts of non-attendees.
- Regular communication with parents/carers in follow-up to any absence concerns, raising issues to the Academy Attendance Officer/DSL as appropriate.
- Accurate recording of attendance data/absence related messages (SIMS).
- Production of documentation/correspondence to parents/carers in respect of term time absence requests.
- Maintenance of attendance data monitoring documents (Excel) in support of the Academy Attendance Officer and Year Teams.
- To produce detailed attendance reports, analysing data as required.
- Ensure Academy registration periods are completed accurately and on time, liaising with staff and following up on any queries.

Student Data:

- Maintenance of SIMS in respect of student's emergency contact details and telephone numbers, both electronic and paper records.
- All filing, scanning and archiving in respect of attendance documentation.

First Aid

- May be asked to cover/assist Health Coordinator with any first aid issues within the Academy (*training provided if required*).

Reception Cover

- To provide cover to the visitor and student reception desks where required.

General Administration

- To assist with management of the Academy mailbox and incoming/outgoing post as required.
- To assist with general administration tasks as directed by the Officer Manager.

Generic Responsibilities:

To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the Academy.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.

DATE:

COMPLETED BY:

Signed: Employee

Signed: Line Manager

Date: