

# JOB DESCRIPTION

## ATTENDANCE / ADMISSIONS OFFICER

<b>REPORTS TO:</b>	Head of Student Services
<b>PAYSCALE:</b>	Band 3, Points 11 - 17 Salary £28,142 - £31,022 (FTE Pro Rata)
<b>LOCATION</b>	Burnt Mill Academy
<b>TERMS:</b>	37 hours per week, 39 weeks per year – term time plus 1 week + inset days
<b>CONTRACT:</b>	Permanent

### PURPOSE OF THE JOB

- To be the first point of contact for attendance within the school.
- Commitment to the importance of good attendance & punctuality and to maintain our Bromcom database of pupil records for attendance and punctuality liaising with HASLO's.
- Undertake a range of administrative and communication roles to ensure delivery of a first-class service.

### LIAISON WITH:

- The post-holder is also expected to interact on a professional level in order to promote a mutual understanding of the school's vision and values.
- The post-holder will be expected to network and liaise with other colleagues across the school and the Trust.
- The post will require you to work in partnership with all School staff.
- The post will require you to liaise with parents and families in a professional and timely manner.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### Specific Responsibilities

- Commitment to the importance of good attendance & punctuality.
- Promote an expectation of good attendance and punctuality with pupils, colleagues and families and build positive working relationships with colleagues, pupils and families.
- Maintain Bromcom database of accurate pupil records for attendance and punctuality liaising with HASLO's.
- Support a commitment to the importance of good attendance and punctuality through working with HASLO'S, Senior Trust Staff and providing attendance and punctuality monitoring data and actions to the Head of Years.
- Provide additional support to HASLO's such as sending out letters, reminding parents and carers about appointments and liaising accordingly.
- Administer all mid-phased and Year 6 – 7 admissions and liaise with the Local Authority on all mid phase admissions and Year 7 intake.
- To support with arranging attendance and punctuality meetings with parents, families and school staff
- To ensure HASLO's are informed of all appointments that are not kept enabling them to arrange for home visits. If parents are still not able to be contacted, the LA must be notified immediately.
- Liaise with primary schools or, in the case of mid-phase students, the school that they have come from for information ensuring all students are added to Bromcom correctly.
- Ensuring all student files are sent to the appropriate school or LA.
- Completion of holiday forms for students or forms for entry and exit and report these through to HASLO for audit purposes.
- Organising general administration in respect of the admission process for parents and prospective students to visit the academy.
- Investigating all irregularities regarding missing student information.
- Liaise with off-site provisions to ensure accurate attendance records are held
- Maintain records for those parents and carers who cannot access online provision to update details.
- Supporting the office with covering reception or general administrative duties as necessary.

### Shaping the Future

- Assist in delivering the vision of the school.
- Work to a high standard in implementing agreed policies, priorities and expectations to set good examples to other colleagues.
- Promote a culture of teamwork, in which views of all members of the school are valued and considered.

### Developing self and managing others

- Promote and safeguard the safety and welfare of children and young people.
- Contribute to maintaining a positive school ethos, in which every individual is treated with dignity, respect, and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches.
- Support the development of other colleagues.
- Set high expectations for your own performance and that of others.

- Engage in relevant professional development activity as necessary.

### **Managing the organisation**

- Assist in developing action plans in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money.

### **Strengthening Community**

- Contribute to strengthening partnerships with colleagues in other schools within BMAT.
- Contribute to policies and practices, which promote equality of opportunity and tackle prejudice.
- Promote and model good relationships with parents/carers.

### **Additional duties:**

- Play a full part in the life of the School community, support its distinctive mission and ethos, and encourage staff and students to follow this example.
- Assist in organising and planning of social events by issuing relevant invitations and liaising with all staff involved.

### **Other specific duties:**

- Continue personal development as agreed.
- Assist with the carrying out of risk assessments as appropriate.
- Ensure Health and Safety policies and procedures are followed.
- Actively engage in the performance review process.
- Undertake any other duty as specified by the Headteacher/ACEO/CEO not mentioned in the above.
- Comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.

## **GENERAL RESPONSIBILITIES COMMON TO ALL MEMBERS OF STAFF**

*All posts at the Academy are exempt from the Rehabilitation of Offenders Act 1974 and you must therefore disclose all police cautions or convictions for a criminal offence.*

- All roles are subject to an enhanced DBS, validated references and eligibility to work in the UK .
- BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.
- All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy.

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Attend relevant meetings and training sessions
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

<b>Person Specification – Attendance / Admissions Officer</b>			
		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Documentation</b>	1. Enhanced DBS & Validated Reference 2. Eligibility to work in the UK 3. Evidence of further professional development relevant to the post 4. Good level of general education to GCSE, including grade C in Mathematics & English or equivalent.	X X X X	
<b>Experience</b>	1. Experience of running effective administrative systems, preferably in a school environment. 2. Experience of data entry into databases and other IT systems. 3. High level of proficiency with Microsoft Office and IT systems; excellent numerical skills. 4. Able to build relationships with a range of stakeholders and anticipate others' needs. 5. Able to manage several projects at once, prioritising accordingly to meet all deadlines. 6. Able to take ownership of tasks and work with minimal supervision. 7. Previous experience of working in a complex, busy, service-driven environment. 8. Experience of working closely with a small professional team.	X X X X X X X X	
<b>Knowledge Skills / Competencies</b>	1. Excellent standard of written and oral communication skills. 2. Excellent interpersonal and communication skills to enable professional interaction with a wide range of contacts, internally and externally within the Schools. 3. Excellent organisational and administrative skills with demonstrable diary management. 4. Excellent multi-tasker who can organise and plan own work. 5. Excellent attention to detail. 6. Highly IT literate, ability to use the full range of Microsoft office and confidently use data management tools for analysis and reporting. 7. Able to work independently and as part of a team and be flexible. 8. Ability to take initiative but also to take instructions and direction and to be held accountable. 9. Excellent time-management and an ability to prioritise effectively. 10. Ability to work calmly under pressure	X X X X X X X X X X	
<b>Personal Qualities</b>	1. Natural presence and confidence with a flexible, adaptable and helpful attitude. 2. A very strong work ethic, a willingness to work under pressure and to tight deadlines. 3. A good sense of humour and a positive outlook. 4. Friendly and professional approach to staff, governors and parents. 5. Ambition to want to develop career, learn skills and adapt to changing pace of school life. 6. Discretion and confidentiality. 7. Flexibility on hours with a readiness to be contacted out of hours.	X X X X X X X	

	<ul style="list-style-type: none"> <li>8. A belief in the ability of children and young people to achieve and to overcome obstacles to their learning.</li> <li>9. A high level of personal integrity.</li> <li>10. Committed to safeguarding children.</li> <li>11. Commitment to the overall success of the school.</li> <li>12. Calm under pressure and flexible in approach.</li> <li>13. Emotionally intelligent and self-aware.</li> <li>14. Enjoys working in new and challenging situations.</li> <li>15. Reliable and trustworthy.</li> <li>16. Proactive, enthusiastic, optimistic and innovative.</li> <li>17. Flexible and adaptive approach to work.</li> <li>18. Professional working attitude.</li> </ul>	X	
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