



JOB DESCRIPTION and PERSON SPECIFICATION

ACADEMY:	Thorpepark Academy	POSITION NO:
DEPARTMENT:	Admin/Office	GRADE: 4
JOB TITLE:	Admin Assistant (attendance and pupils)	DATE PREPARED: January 2026
EVALUATION DATE:	16 th January 2026	JE NUMBER: NJCV57

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Academy's Equal Opportunities in Employment Policy.

PURPOSE:

- To improve school attendance and reduce persistent absence and ensure compliance with statutory requirements.
- To look after pupil data
- General admin and parent liaison

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children and young people.
2.	To carry out day to day admin duties within a busy school office, dealing with parents and visitors, photocopying, filing etc.
3	Purchase orders, receipt and financial systems
4	Look after pupil data on Arbor and all things pupil/admin related
5	Logging/maintaining the Every system
6.	Establish, develop and maintain relationships with school staff and other agencies to examine joint issues experienced by children which might prevent them from attending school and working to their potential
7.	To improve school attendance/timekeeping and manage persistent absentees by maintaining regular contact with parents/carers by telephone and home visits and liaising with the Child Protection Coordinator.
8.	Undertake first day absence calls to establish the whereabouts of children not in school and follow these up where necessary.
9.	Undertake unsupervised home visits to identify barriers to good attendance at school and work with school staff to provide appropriate support for families.
10.	Keep accurate records relating to contact with children and families and use these to inform an appropriate course of action including the preparation for statutory legal action. To keep other records and data as appropriate in the school office.

11.	To establish reasons for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies/timescales.
12.	To initiate appropriate legal action with EWS to ensure the school is carrying out its statutory responsibility, this includes preparing statements, attending/presenting evidence.
13	To request the issuing of penalty fines or other legal sanctions and completion of CME forms when necessary.
14	To be fully aware of / carry out all work in line with child protection procedures.
15	Writing of termly / half termly certificates/letters/action plans under the ATTEND framework
16	To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child protection and special needs to offer informed advice to parents and staff.
17	To work on own initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
18	Deal with new admissions to the school, finding previous information, liaising with the nursery lead, 2-year-old lead, SBM and Executive Principal then initiating the new starters meeting.
19	To ensure all registers are maintained, completed and up to date, inputting data when needed.
20	Manage the walking bus and attendance board
21.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.

The above duties may involve having access to information of a confidential nature, which may be covered by GDPR. Confidentiality must be maintained at all times.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

None

2. Responsibility for Customers/Clients:

- To promote positive outcomes for children and families
- To keep the school Child Protection Co-ordinator informed of information which may suggest a child is at risk in accordance with Child Protection Policies
- To support the school staff with administration support

3. Responsibility for Budgets:

none

4. Responsibility for Physical Resources:

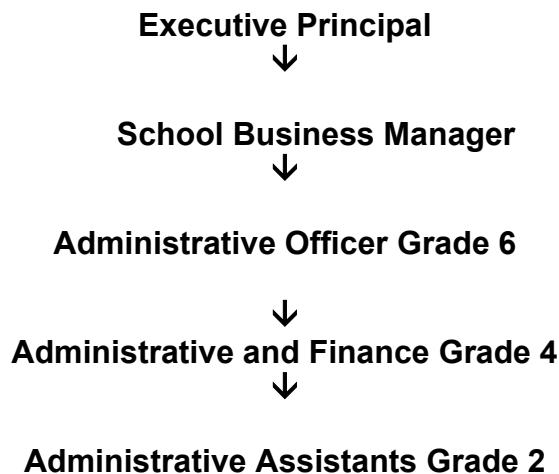
None

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

- 1. Within Thorpepark Laxthorpe and McMillan @ Thorpepark:**
Pupils, Parents/Carers, School Staff, other schools
- 2. With Any Other Venn sites (where applicable)**
Other Venn Schools.
- 3. With External Bodies to the School**
Other schools in the city, agencies etc.

ORGANISATION CHART:



	<i>Tick relevant level for each category</i>					Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	X					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		X				Changes in environment, home visits
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		X				May have exposure to sensitive information

PERSON SPECIFICATION			Tick relevant column	List code/s*	
			Essential	Desirable	How identified
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.					
*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation					
1.	Qualifications:				
	English and Maths GCSE A-C or equivalent		X		AF, CQ
	First Aid			X	AF, CQ
	Level 2 qualification in a relevant field		X		AF, CQ
	Level 3 qualification in a relevant field			X	AF, CQ
2.	Relevant Experience:				
	Experience within field of education, social care/welfare or voluntary sector		X		AF
	Experience of working in a busy office environment		X		AF
	Experience with school based systems SIMs and Every.		X		AF
3.	Skills (including thinking challenge/mental demands):				
	Motivation to work with children and young people		X		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people		X		AF, I, R
	Ability to work independently and contributing to high quality service, as part of a team, valuing and respecting the wide range of approaches from professional colleagues		X		AF, I, R
	Numeracy, Literacy and ICT skills		X		AF, R

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4.	Knowledge: A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults Knowledge of attendance requirements and how to input and retrieve relevant data			X	AF, I, R
5.	Interpersonal/Communication Skills: Verbal Skills Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people Ability to influence others Sensitivity to the needs of others Ability to discuss issues openly in a professional manner Written Skills Ability to write clearly and concisely via email/letter/parent mail			X	AF, I, R
6.	Other: None				
7.	Additional Requirements: Maintain a high level of confidentiality			X	AF, I
8.	Disclosure of Criminal Record: The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced and Barring Disclosure from the Disclosure and Barring Service If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record. If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.			X	DBS Disclosure AF(after short listing) n/a AF (after short listing)