

**JOB DESCRIPTION**

**TITLE:** Administration, Data and Attendance Assistant

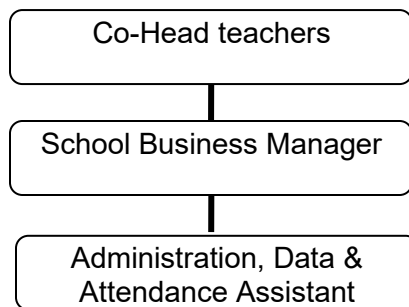
**SCHOOL:** Bramingham Primary School

**RESPONSIBLE TO:** School Business Manager

**GRADE:** L3

**PURPOSE OF POST:** To provide an effective and efficient administration and data support service.

**ORGANISATION CHART:**



**PRINCIPAL RESPONSIBILITIES:**

		%
1	Staff the school switchboard and reception, responding to queries from parents and visitors, taking messages and passing calls to colleagues as appropriate.	20%
2.	Maintain pupil admissions lists and associated admissions administration.	15%
3.	Maintain pupil data on the School Information Management System to produce statutory returns e.g., School Census and produce reports/data as required.	15%
4.	Maintain computerised systems for pupil data, admissions, and attendance, produce all reports and management information as required. In relation to pupil absence make contact with parents on issues on non-attendance.	15%
	Liase to ensure that any unexplained absences are investigated and recorded in line with school policies and statutory requirements in conjunction with the Co-Head teachers/Family Workers/teachers/EWO	
5.	Make organisational arrangements as required such as those in relation to school visits and trips, school photographer, medical checks.	10%
6.	Undertake word processing of school correspondence and documents to support the Headteacher and teaching staff ensuring deadlines are met and confidentiality always maintained. Contribute to the updating of pupil	5%

documents to share with teaching staff.

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| 7.  | Inputting data and producing regular and ad-hoc reports including achievement and rewards as required for the leadership team, EWO, and external agencies  | 5% |
| 8.  | Undertake general clerical duties including opening and distribution of incoming mail, postage of outgoing mail, photocopying, emailing, filing etc.   | 5% |
| 9.  | Provide cover, as requested in the medical room, acting as the school's "Appointed Person" in accordance with the First Aid Policy & procedures contacting parents in the event of injury and ensuring adequate supplies of medical materials and associated checks are completed. | 5% |
| 10. | Undertake any other duties of a similar level and responsibility may be required.  | 5% |

### **DIMENSIONS:**

**Supervisory Management:** N/A

**Financial Resources:** N/A

**Physical Resources:** Computer, computer systems, other office equipment

**Other:** The job is likely to involve some lifting of equipment on a regular basis, training will be provided.

### **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.

### **Disclosure of Convictions**

It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates invited to interview will be 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).

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are shortlisted.

You may be asked for further information about your criminal history during the recruitment process.

For posts working with children, young people or vulnerable adults, a criminal record check is requested. This check will be cross referenced against the Adults and Children's Barred Lists. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. All jobs requiring these checks will be identified on the job description.

Offers of employment will be subject to the receipt of satisfactory checks which will include a check with the Disclosure & Barring Service (DBS). Note, it is an offence to apply, offer or accept any work with children (paid or unpaid) if disqualified from working with children.

The information provided will be confidential and not passed onto unauthorised persons or organisations. However, we are under a duty to protect public funds, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

**Disclosure & Barring Service (DBS)**

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 Authority.

## 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.

<b>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.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Demonstrable experience in a general office environment including working within administrative & financial procedures	1,2	Experience of working in a school office.	1,2
	Demonstrable experience of using word-processing, spreadsheets, databases and IT packages.	1,2,3	Experience of using Microsoft Office, including Word & Excel	1,2
<b>Skills/Abilities</b>	Able to follow and work within procedures and guidelines.	1,2		
	Able to deal helpfully with colleagues, parents, pupils and senior management.	1,2		
	Able to check information and maintain accurate records.	1,2		
	Able to add, subtract, multiply and divide, and reconcile expenditure figures.	1,2		
	Able to write straightforward letters and read instructions.	1,2,3		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
<b>Competencies</b>	Able to demonstrate: Appropriate motivation to work with young people	1,2		
	Able to form appropriate relationships with young people	1,2		
<b>Equality Issues</b>	Able to recognise some forms of discrimination, which commonly exist.	1,2		
<b>Specialist Knowledge</b>				
<b>Education and Training</b>	Level 2 Business Administration, equivalent qualification, or equivalent experience.	1,2,4	Some knowledge of SIMS database	

<b>Other Requirements</b>				
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( 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.*