

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Attendance and Administration Officer	<u>Grade:</u> D (points 6 – 8)
<u>Job Family:</u> Organisational Support	
<u>Overall Purpose of Job:</u> As the Attendance and Administration Officer within this one form entry primary academy, you will be responsible for the administration of pupil attendance and lesson monitor, the production of attendance charts, statistics and evidence for penalty fines/court cases. You will provide administrative support to the academy including typing/word processing, reprographics, filing, etc. of reports, letters, minutes of meetings as needed as well as providing a specific administrative support for finance and HR in the academy.	
<u>Main Responsibilities:</u> <u>Attendance</u> 1. You will check marks on lesson monitor and amend where necessary. 2. You will update the daily attendance data. 3. You will produce weekly attendance statistics showing relevant daily/weekly trends, plus attendance figures in an attendance chart for each tutor group and issue to tutors to display. 4. You will produce weekly attendance figures for each year group and tutor group. 5. You will update attendance notice boards on a weekly basis with guidance from the Head of Academy/Education Welfare Officer. 6. You will design/print weekly attendance certificates and arrange gift vouchers and other prizes as required. 7. You will accompany the Education Welfare Officer/Learning Manager on home visits as required. 8. You will produce an attendance printout for each pupil every half term which will be sent home. 9. You will collate and update general data and persistent absence figures and complete returns on a half termly basis for the Executive Principal/Head of Academy/Education Welfare Officer. 10. You will provide a half termly analysis of data on individual, year and academy basis for a variety of audiences and purposes. 11. You will attend meetings with the Education Welfare Officer and/or Learning Manager to discuss pupils with attendance problems and identify pupils who should be referred to the local authority for court proceedings or penalty fines. 12. You will produce half termly accurate statistical evidence for penalty fines and court cases. 13. You will design and print certificates and posters as required by the Head of Academy and Education Welfare Officer and posters to promote good attendance, publicising the awards for each tutor group notice board. 14. You will order gift vouchers and prizes through the Finance Office as required. 15. You will update annual figures on attendance as required by the academy. <u>Administrative</u> 16. You will provide routine clerical support e.g., photocopying, filing, faxing, emailing, and completing routine forms. 17. You will ensure that everyone is dealt with in a courteous, professional, calm and friendly manner.	

18. You will provide an excellent customer service to parents, pupils, colleagues, and visitors to the Academy.
19. You will assist in the organisation of afterschool clubs and activities.
20. You will support team members, sharing learning and best practice in order to contribute to the overall team effectiveness.
21. You will assist with pupil's first aid and welfare duties, looking after sick pupils, liaising with parents/staff as required.
22. You will assist with arrangements for visits by the School Nurse, photographer, etc.
23. You will maintain manual and computerised records/management information system. You will undertake typing, word processing and other IT based tasks.
24. You will sort and distribute both incoming and outgoing post.
25. You will provide cover for reception duties when required, being the first point of contact for visitors, parents and pupils, answering routine telephone and face to face enquiries and the signing in and out of visitors.
26. You will provide cover to complete registers for pupils and provide reports for pupil attendance, when required.
27. You will collect dinner, club and trip money and take money to the bank, when required.
28. You will report inappropriate pupil behaviour and serious incidents to your Line Manager without delay.

Finance and HR

29. You will work with and support the Finance Officer by assisting in processing orders, invoices and payment for goods and services, using the Trust's finance system.
30. You will work with and support the Finance Officer by obtaining quotes for goods and services where necessary and in line with the Trust tender process where applicable.
31. You will work with and support the Finance Officer by ensuring all orders are delivered in the agreed timescales, deliveries match with the orders placed and any discrepancies are queried with the supplier in a timely fashion.
32. You will assist in maintaining the appropriate filing systems to fulfil audit requirements.
33. You will support the Finance Officer by managing the daily running of the Petty Cash account, issuing of cheques and handling cash.
34. You will support the Finance Officer by ensuring procedures are followed in collecting, receipting and banking all monies received.
35. You will support the Finance Officer to check monthly payroll reports and report any discrepancies and complete payroll returns for casual, supply and overtime hours.
36. You will liaise with Core HR regarding recruitment activity to ensure financial information is submitted as part of ELT requests for replacements and new vacancies.
37. You will liaise with Core HR to ensure all employee records are kept up to date including changes to personal details, contract changes, salaries, leaver notifications and that Core Payroll are informed in a timely fashion.
38. You will liaise with Core HR and Core Payroll to ensure all employee sickness records are accurate and appropriate paperwork submitted to Core Payroll in a timely fashion.
39. You will maintain the Academy's Single Central Record (SCR) and ensure all relevant pre-employment checks are completed and recorded appropriately for staff.

General

40. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
41. You will participate in training and other learning activities and performance development as required.
42. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
43. You will ensure strict confidentiality in all areas of work.
44. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
45. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
46. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
47. You will always comply with the Trust's policies and procedures.

48. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- GCSE Grade C/4 or above, or equivalent, in English and Maths (C)
- An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (A/I)
- Relevant work experience or vocational training with regard to office work (A/I)
- A good knowledge of a range of standard computer packages e.g., Microsoft Office, Outlook email (A/I)
- Confident to use basic technology – computer, video, photocopier (A/I)
- Able to communicate effectively face to face, by telephone and in writing with a wide range of people (A/I/R)
- Able to work sensitively with confidential information (A/I/R)
- Able to work with a high level of accuracy (A/I/R)
- Able to work to demanding and often conflicting deadlines (A/I/R)
- Able to work with a minimum of supervision (A/I/R)
- Ability to build positive relationships with all stakeholders (A/I)
- Ability to work constructively as part of a team (A/I/R)

Desirable

- NVQ Level 2 Administration, or equivalent (A/I/C)
- Experience of cash handling (A/R)
- Emergency First Aid or First Aid at Work qualification (C)
- Experience of using Bromcom or similar programme (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with senior leaders/Principal within the academy

Support Staff – in daily contact with support staff who are involved in pastoral support and finance.

Trust Staff – in occasional contact with Trust staff within finance and pastoral support.

External – in occasional contact with AAB members, parents/carers, suppliers, contractors, external agency professionals, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.