



ESTATES, ADMISSIONS AND ATTENDANCE ADMINISTRATOR JOB DESCRIPTION

Job Purpose

Reporting to the Estates, Attendance and Admissions Manager the post holder will provide admin support as follows:

- Assist the Estates, Attendance and Admissions Manager with the delivery of the Estates vision and Health and safety strategy for the DLPT. To help with administration around all aspects of the Trust's Academy properties including maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements.
- Support the operation of the in-year admissions process including assisting with preparing offer letters to parents, updating organisational charts to identify spaces in our school, updating spreadsheets for starters and leaves, liaising with local authorities and ensuring legal compliance when it comes to deletion from roll and preparing appeal paperwork.
- Assist the Estates, Attendance and Admissions manager with ensuring that the schools within the Trust are operating in line with its statutory responsibilities towards pupils for all aspects of attendance, and assist/deputise for the EAA Manager in their responsibility to work proactively with Headteachers and local authorities to improve attendance at school.

Specific Responsibilities

Estates / Health and Safety

- Monitor the facilities software in schools to ensure schools are up to date with statutory compliance and monitoring and produce regular updates to the EAA manager.
- Work with the current facilities software provider to ensure the accuracy of tasks available to each school and amend where necessary. Produce monthly progress reports to the EAA Manager.
- Assist the EAA Manager with preparation and admin for building projects that have been identified across the Trusts schools including liaising with the Trusts surveyors, booking in contractors, adhering to timescales and being aware of different funding streams.
- Help explore the viability of a centralised compliance system.
- Liaising with local authority and external contractors to diarise cyclical inspections on all schools, currently Fire, Asbestos and Legionella.
- Assist in planning a maintenance programme across the Trust schools, using existing condition surveys and input from site staff, centralising contracts where possible to achieve value for money.
- Liaise with local authorities and external providers to ensure our site staff and other relevant staff have access to the relevant training to perform their duties effectively and safely.
- Regularly remind schools within the trust of DLPT processes to securely embed a culture that sees Health and Safety as an integral part of good management rather than standalone.
- Help ensure that all schools in the Trust are compliant and discharges its duties under its Health and Safety Policy; the Health & Safety at Work Act; COSHH regulations; DFE' Good Estate Management and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes etc.



- Assist in reviewing and developing existing and new policies in line with statutory requirements and help managing any necessary consultation process.

Attendance

- Work in partnership with the EAA Manager, school leaders/offices and local authorities, to ensure a rapid improvement in levels of pupil attendance and a reduction in rates of persistent and severe absence.
- Be responsible to promote and encourage schools to follow the strategies in the Trusts Attendance and Absence policy.
- Advise school on early interventions and correspondence when attendance drops to certain levels.
- Ensure schools are familiar with pathways that can be used in conjunction with the local authority to help maximise attendance.
- Advise schools on queries they have when it comes to CME/EHE and ensure that records are updated correctly and in line with current regulations.
- Processing and keeping a log of Penalty Notices for term time leave.
- Ensure effective communication with stakeholders, school leaders, local authorities and parents.
- Ensure schools use the Department for Education attendance and absence codes to ensure the accuracy of the data intelligence which informs each school's improvement strategy and maximizes learning time.
- Provide reports as and when needed for the EAA manger, school leaders, Attendance improvement Officers and termly progress meetings.
- Support the EAA manager and schools during ofsted inspections

Admissions

- Assist the coordination of in year transfers for all new students joining the Trust, including preparing offer letters, liaising with schools, parents and local authorities.
- Ensuring applications are processed within 10days of being received as per the Trusts Admissions arrangement.
- To update and maintain organisational charts and liaise with local authorities on a weekly basis.
- Be aware of and assist in any deferral and appeal requests.
- Co-ordinate the Trusts waiting list, ensuring those children are offered spaces before any new applicants
- Ensure all children in transition year have moved on to their preferred school to reduce the risk of CME.
- Help maintain records in year joiners and leavers to the trust, and ensure they are completed in line with current guidelines/legislation and local authorities are updated with children's movements.
- Assist the EAA Manager with any future consultations regarding catchments / PANs etc.

Terms and Conditions

The employer for this post is The Diamond Learning Partnership Trust.

The post will be based at Burrowmoor Primary Academy

This post requires the ability to travel and work directly with academies in the Trust

An Enhanced DBS is required for this post.