

**The Douay Martyrs Catholic Secondary School**  
**Job Description Administration Assistant**

<b>Post Title</b>	<b>Administration Assistant</b>
Douay Martyrs is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment	
<b>Reporting to</b>	Student Office and Data Manager
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Working closely with the Student Office and Data Manager across all areas relating to student data including Attendance, Reporting, Exclusions, Suspensions and Welfare</li> <li>• Specific responsibility for Attendance, Truancy Call and Welfare</li> <li>• Arbor data management, Reporting, Statutory and Borough Returns, Parent Communication</li> <li>• Providing general administrative support across all functions relating to Attendance, Welfare and Pupil Data in Arbor</li> </ul>
<b>Working time</b>	Term Time Job Share, Thursday 8.00 – 4.00 and Friday 8.00 – 3.00 (14 hours per week), plus training days and 5 additional days to be worked during school holidays to be agreed. Potential to become Term Time 5 days per week.
<b>Salary/Scale</b>	Part Time £10,070.76. Thursday 08.00-16.00. Friday 08.00-15.00 with half hour lunch. (FTE £30,288 - Scale 4 Point 7)
<b>Disclosure Level</b>	Enhanced
<b>Main (Core) Duties</b>	<b>Attendance and Student Office Administration</b>
Attendance	<ul style="list-style-type: none"> <li>• Responsible for daily completion of registers</li> <li>• Managing absence messages from messaging App</li> <li>• Send daily Truancy Call</li> <li>• Sign in late students using InVentry system and sign out students ensuring relevant authorisations have been provided</li> <li>• Issue detentions for late students in line with school policy</li> <li>• Advise relevant staff of safeguarding, pastoral, welfare concerns</li> <li>• Respond to absence requests on behalf of Headteacher</li> <li>• Send unknown absence letters as directed by Assistant Heads of Year</li> <li>• Participation Team letters</li> </ul>
Student Data Arbor	<ul style="list-style-type: none"> <li>• Regularly update student data on school database, Arbor</li> <li>• Incident correspondence for Deputy Headteacher</li> <li>• Suspensions data entry and correspondence</li> <li>• Notify DOWAT and LBH of suspensions and upload to portal</li> <li>• Permanent Exclusions data entry and letters for Headteacher</li> <li>• Manage bereavement process and advise Pastoral Team</li> <li>• Report any welfare and/or child protection concerns in line with safeguarding procedures</li> <li>• Ensure Fire Registers are accurate, available and manage Attendance Registers during Fire Drill</li> <li>• Support Welfare Officer and assist with First Aid incidents as needed</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Produce weekly Attendance data for Senior Team</li> <li>• Send Exclusion report to Senior Team and DOWAT weekly if a Suspension has been issued</li> <li>• Share Attendance and Exclusion data with Clerk to Governors when required for Governors Meetings</li> <li>• Report Suspensions as they occur to LBH using the EYES Portal</li> </ul>

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General Office	<ul style="list-style-type: none"> <li>Respond to general queries for room changes, timetables and registers</li> <li>Proof reading department correspondence, policies, communications and handbooks</li> <li>General excel and reporting support</li> <li>Admin support e.g. photocopying, filing, scanning, completing standard forms, and routine correspondence</li> </ul>
Organisation	<ul style="list-style-type: none"> <li>Cover Welfare, Office Admin when required</li> <li>Provide Welfare cover as required providing first aid, looking after sick pupils and liaising with parents and staff</li> <li>Assist in all Fire Drill procedures, ensuring registers are up to date and available for evacuation along with list of students who are either absent or have signed out each day</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>To attend and participate in meetings, training, performance management processes and professional development, as required</li> <li>Provide training and support to colleagues as needed</li> <li>Full training and support will be provided with this role</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>Comply with external and internal QA processes in a timely and accurate fashion</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>To communicate clearly with all stakeholders</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example</li> </ul>

**You are required to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.**

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.