

## **JOB DESCRIPTION – Attendance and Admissions Officer**

**Permanent (Part-time)**

**Salary Range: Scale 3 £27,030 - £27,438 pro rata**

**Hours: To be negotiated**

**Accountable to:** School Business Manager

**Purpose of Job:** Responsible for processing and maintaining the school's attendance system and working with key stakeholders to raise standards of attendance and punctuality. Handling the Admissions processes for new intakes and in-year applications. Organising key transition processes, prioritising increasing pupil numbers in line with the LA timescale and the strategic plan of the school. Furthermore, supporting the school ethos and vision by providing professional support and customer service to parents and visitors of our school.

### **Duties and Responsibilities:**

To undertake the following duties in a punctual manner, demonstrating a comprehensive knowledge of the work areas and willing to play a key role within the admin team. Being able to work well independently as well as part of a team.

### **DUTIES**

#### **Pupil Admissions, Transfers and Attendance**

##### Admissions

- All administration relating to pupil admissions to include letters, file transfers, communication with the LA and parents, arranging school tours.
- Processing in-year admissions in a timely manner to maximise numbers of children on roll. Liaising with parents and/or other institutions to receive missing data.
- Ensuring all staff members are alerted to any necessary information – e.g. contact arrangements, medical conditions, pupil premium etc.
- Maintaining pupil records on SIMs and in the paper files.
- Maintenance of pupil contact sheets.
- Carrying out Year End procedures on SIMs and all work necessary for Pupil Census Reports
- Arranging school transport as necessary.
- Supporting the Headteacher as needed with administration of SATS procedures to include uploading and sending reports by file transfer.
- Producing and updating the Class List folder.
- Collecting the necessary information during enrolment process to check eligibility for Free School Meals, military children and SEN requirements.
- Keep up to date lists from SIMs on current FSM pupils and share all FSM and other relevant information with the Headteacher, Class Teacher, School Business Manager and SENDCo.
- Check on a termly basis FSM eligibility for every child.

##### Transfers

- Dealing with all necessary paperwork, transfer of files and communications relating to leavers and in-year transfers.
- Supporting the Head Teacher with collation of Year 6 files for onward transfer to secondary schools.

##### Attendance

- Shared responsibility for daily registers of attendance.

- Make sure registers are completed as first task of the day and follow up on all unauthorised absences or unaccounted pupils and update Head and/or Deputy Teacher accordingly
- Preparing attendance reports and correspondence to parents regarding attendance in liaison with the Headteacher. Follow up on unauthorised leave of absence with the LA
- Input and upload data onto SIMs as requested by the Head teacher, uploading Reports and any other data required.
- Complete monthly percentage of attendance for each class and termly attendance data on specific groups as required by the Headteacher.
- Liaise with LA Attendance Officer to implement strategies to raise attendance in school
- Refer pupils and families as needed, with support from the Head Teacher, for Early Help Services or internal Pastoral Support

### **Front Office & Admin**

- Being responsible for the day to day running of the office, that includes delivering customer service in person, via emails and over the phone.
- Welcoming parents, visitors and contractors following the school standard procedures.
- Checking ID/ DBS as required for all visitors to the school and that contractors have signed the appropriate Logs.
- Ensure all visitors provide a valid DBS number and they are issued with the appropriate badge and lanyard.
- Sort and distribute the incoming post. Organise outbound correspondence as requested by SLT, SBM or SENDCo.

### **Communication**

- Responsibility for the office email account, sending and receiving emails on a daily basis and forwarding messages to staff members as appropriate.
- Ensure medical issues are lifted from admission forms immediately and that all relevant staff members are informed. Ensure information stored on SIMs is up to date. Complete a medical alerts notice for all necessary pupils and ensure an up to date copy is kept in the staff room and child's classroom.
- Contact parents when directed in line with the school's First Aid Policy to notify them of any injuries or accidents
- Type up any letters required by staff to be sent to parents, checking for grammar and spelling errors or omissions and sending out to parents as required using the ParentPay system.
- Follow GDPR policies and procedures at all the times while handling sensitive data. Liaise with senior members of the staff and the DPO to ensure best practises are performed all times.
- Updating Privacy Notices, Record of Data Processing logs, DPIAs, SARs and as requested by the Head Teacher and SBM.
- Ensure that all parents have been given log in details and their account has been activated. Offer support to parents promptly and effectively.
- Ensure that all letters/correspondence being sent via ParentPay are proof read and any errors corrected before sending.
- Distribution of the school newsletter and other letters to parents and staff by email using the ParentPay system or Class Dojo

**Other**

- Administration relating to school events including the distribution of tickets to parents.
- Attending necessary training in order to carry out these duties

Any other administrative tasks that the School Business Manager/Headteacher may require to be carried out provided that they fall within the reasonable remit of the role.

The Post holder will contribute to the school's objectives in service delivery by:

- Being a team player: working effectively as part of the admin team to ensure the smooth running of this department.
- Being honest and reliable: supporting the school towards its journey of school improvement by adhering closely to policies and procedures and being a good role model of the school's vision and values.
- Being flexible and approachable
- Being professional at all times.
- Adhering to the school's safeguarding procedures and attend relevant child protection training when required
- Attending all necessary training to continue to carry out aforementioned duties. Ensure that the most efficient and time-effective methods are used to complete any tasks.

Signed ..... Date .....

## Person Specification

	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• At least Grade B English and Grade C Maths GCSEs or equivalent</li> <li>• SIMs/ParentPay/LGFL/ or other similar programs/systems</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Management of a school office or experience of working within a school office</li> <li>• Ability to confidently use computer systems to develop, record, analyse and report including Office 365</li> <li>• SIMs knowledge and experience</li> <li>• Working knowledge of GDPR and Data Protection Legislation</li> </ul>	<ul style="list-style-type: none"> <li>• School- based experience</li> <li>• Experience of working in a Reception/Hospitality environment</li> </ul>
<b>Job related aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Excellent attention to detail</li> <li>• Excellent computer literacy</li> <li>• Excellent literacy and numeracy skills</li> <li>• Able to keep up to date with current educational developments and changes</li> <li>• Ability to work effectively as part of a team</li> <li>• Set high expectations for self and the working environment</li> <li>• Ability to prioritise tasks and manage own workload to achieve deadlines</li> <li>• Ability to be positive, resilient, enthusiastic and flexible when working under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Creative problem solving skills</li> <li>• Data entry</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to be proactive and respond calmly under pressure</li> <li>• Ability to work with minimum supervision</li> <li>• Willingness to learn new skills</li> <li>• Ability to relate to children, adults and parents</li> <li>• Sense of humour</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity &amp; reputation of the school</li> <li>• To share in and contribute to the overall aims and ethos of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to professional development</li> <li>• Sympathy with the aims and ethos of a Church of England School</li> </ul>	<ul style="list-style-type: none"> <li>• School-based experience of working as part of a team</li> </ul>