



Job Description

Post title:	Attendance and Admissions Lead
Location:	Shirley Infant and Junior Schools
Salary:	Grade 6
Responsible to:	Operations Manager

Purposes of the post

- To monitor and uphold outstanding student attendance in the Shirley Schools
- Maintain key systems and records for Attendance and Admissions
- To provide a comprehensive administrative support service to the school

Key responsibilities

Attendance and Admission duties

- To follow the school's procedures for monitoring and recording absence/lateness and to contact parents to ascertain reasons for absence
- To ensure that detailed and accurate attendance and absence records are kept and weekly reports for the pupil premium lead, SENCOs and senior leadership team are produced as required
- To process leave of absence applications and associated correspondence in accordance with the schools' policy and guidelines
- To compile evidence for applications to the Local Authority for fixed penalty notice warning letters
- To meet regularly with Year Leaders to discuss attendance problems within each year group and to discuss students at risk attendance levels at each trigger point e.g., under 95%, under 90% and escalate to HET as required
- To liaise with parents, Education Welfare, school nurse, SENCOs, Headteachers and other stakeholders as required, to investigate attendance problems and improve attendance in school
- To contribute to the annual review of the attendance policy and make an active contribution to the schools' strategies for improving and rewarding good attendance
- To administer BROMCOM data checking for all new intake pupils for the new academic year with assistance from the Admin Lead
- To ensure all admissions and leavers are processed correctly in line with the statutory policy
- To maintain an overview of pupil attendance, meeting with the Trust ASO, SENCOs, Pupil Premium leads and Headteachers to monitor attendance
- To provide regular updates to the Headteachers regarding pupils whose attendance is a concern
- To provide half termly reports to Governors analysing vulnerable groups and noticing trends and patterns
- To manage the school admissions procedure; follow the school admissions and leavers processes; show prospective families around the school; uploading new admission applications to the admission consultant promptly on receipt; compiling waiting lists for year groups and liaising with the Trust's Admissions Consultant. To pro-actively fill pupil vacancies promptly to ensure that school funding is maximised. Once a school admission offer is made to contact the parent/guardian to discuss the admission arrangements agreed with the Headteacher
- To prepare statistical and other returns such as the pupil census to the LA, DfE and other organisations/bodies as required in liaison with the Admin Lead
- To cover the duties of the Administration Officer when unavailable to ensure workloads remain manageable and the office routines are not disrupted

Office administration

- To answer the telephone, receive visitors to the school and deal with routine enquiries
- To ensure visitor signing in procedures are followed, ensuring they are aware of appropriate policies & procedures
- To undertake administrative duties including record keeping, photocopying, & filing
- To use computer systems (e.g. BROMCOM) to input details, analyse and interpret data, run reports and make returns as required
- To cover any office role in case of absence
- To assist as needed in emergency procedures (eg fire or lockdown)
- To take part in weekly office meetings
- To understand and uphold the importance of confidentiality in relation to staff and pupil matters
- To carry out any other administrative procedure, within the responsibility level of the post, as directed by the Headteachers or Operations Manager

Pupil welfare

- To provide welfare support to the pupils of the school. This may include undertaking minor first aid duties, assisting children with personal hygiene, administering medication and notifying parents when children are ill. If qualified to First Aider at Work you will be responsible for completion of accident forms and if necessary reporting to the Trust’s H & S Manager
- To follow appropriate procedures for storage and administration of medicines

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the aims, values, mission and ethos of HET and participate to the team approach of HET
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

Shirley Infant and Juniors Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

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SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
A good understanding of business administration and several years' practical experience of administrative processes	To effectively undertake a range of administrative tasks	Now	5
English and Maths to GCSE Grade 4/C or equivalent	To demonstrate a good level of numeracy and literacy	Now	5
Business Administration qualification to NVQ level 2 or equivalent	To provide the business knowledge and theoretical context for school administration	Desirable but not essential	3
Understanding/previous experience of managing attendance and school attendance procedures	To demonstrate ability to undertake the role	Desirable but not essential. Training in school-specific systems will be given	4
<u>MENTAL SKILLS</u>			
Ability to analyse and interpret a variety of data	To collate and prepare attendance reports and data for a variety of purposes as required, including information and statistics required by the Local Authority or central Government	Ability now - with training in specific systems	4
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			

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Ability to communicate effectively to a range of audiences, through good written and excellent oral communication skills	To discuss issues with parents/carers (sometimes in challenging circumstances), displaying a high level of emotional literacy. To maintain effective working relationships with colleagues and to liaise with outside agencies	Now	5
<u>PHYSICAL SKILLS</u> Keyboard skills	To use the attendance management computer systems, and produce statistics and reports	Ability now	4
<u>INITIATIVE & INDEPENDENCE</u> Ability to work on own initiative and to plan and organise own workload	To work without close supervision and to make routine judgements and decisions without reference to manager	Now, with support	4
<u>PHYSICAL DEMANDS</u> N/A			
<u>MENTAL DEMANDS</u> Ability to concentrate on detailed work for short/medium periods of time Ability to deal with conflicting priorities and cope with pressure	To analyse data, produce statistical information etc To manage interruptions and to meet deadlines	Now Now	4 4

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<p><u>EMOTIONAL DEMANDS</u></p> <p>Occasional</p>			
<p><u>RESPONSIBILITY FOR PEOPLE</u></p> <p>Understanding of key safeguarding issues and procedures</p>	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information</p>	<p>Now – training given in specific school procedures</p>	<p align="center">5</p>
<p><u>RESPONSIBILITY FOR SUPERVISION</u></p> <p>N/A</p>			
<p><u>FINANCIAL RESPONSIBILITY</u></p> <p>N/A</p>			
<p><u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u></p> <p>Ability/experience in using school attendance management computer systems and general office packages (Word, Excel etc)</p>	<p>To record/manage pupils' attendance</p> <p>To produce reports, statistics etc</p>	<p>Desirable, but training will be given</p>	<p align="center">4</p>

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SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
Understanding of confidentiality of data	To be responsible for confidential records containing pupils' personal information	Awareness now	5