

Job Description

POSITION:	Administrative Officer (Pupil Data, Attendance & Admissions)
GRADE:	Scale 6
HOURS:	35 per week – term time only + 5 days
RESPONSIBLE TO:	Finance and Administration Officer

Purpose of the post:

Responsible for maintaining the school's Management Information System for pupil data including the administration of the pupil admissions process, and the recording, tracking and reporting of children's attendance.

To provide administrative support for members of the leadership team and to act as receptionist in support of the Administrative Assistant (Receptionist).

Main Responsibilities

1. To maintain the school's management system (SIMS) for pupil data and attendance ensuring prompt reconciliation of data from registers taken via the SIMS Teacher App.
2. To input and extract parent and pupil data on the school's management information system as required.
3. To ensure that all records are kept up to date including processing of pupil exclusion records, medical conditions and allergies.
4. To produce and submit census reports in keeping with Local Authority and DfE requirements
5. To ensure Early Years funding is maximised through accurate and timely submission of data through the Camden provider portal, including completion of Parental Declaration Forms and applications for Early Years Pupil Premium.
6. To support relevant members of the Senior Leadership Team and class teachers by monitoring attendance, flagging trends or concerns and generating summary and detailed reports as required. This includes monitoring and timely reporting of persistent absence using standard and bespoke reports on SIMS and SIMS Discover.
7. To work with and train key members of staff how to run their own reports in SIMS and how to configure SIMS Discover.
8. To log and monitor lates and medical appointments ensuring correct signing in of pupils on a daily basis.
9. To support the school's admissions procedures working in close liaison with the Head of Early Years and other senior leaders as required, managing written and telephone communication with parents and the Local Authority including the request and transfer of confidential pupil records and coordination of secondary school transfer. Processing leavers and forwarding pupils' files.
10. To provide admission information to parents and carers, including advising on Early Years funding options. Assisting parents to make relevant applications if necessary.

11. Liaise with Camden's admissions team and advise of vacancies.
12. Manage in-year admissions efficiently.
13. Communicating with class teachers to ensure school pick-ups for appointments and end of school day. Contacting parents for children left at end of school day.
14. First aid support.
15. Receiving and recording holiday and other requests for absence, processing of responses to parents. Production of penalty notices as appropriate in liaison with Court Officers in Camden's Pupil Attendance Service.
16. Contacting parents and carers, as required, in response to lateness or absence.
17. To provide confidential administrative support; drafting correspondence and running standard reports and creating bespoke reports as appropriate. This will include minutes of meetings, collation of paperwork completed by staff or families, photocopying and circulating as required within the school and to outside professionals.
18. To be responsible for the maintenance of confidential files including pupil Special Educational Need (SEN) and Safeguarding records.
19. To monitor and manage own workload and keep records in an agreed format.
20. To participate in meetings/briefings, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder.
21. To provide support for meetings as required, including organising rooms, refreshments, agenda preparation etc. Meetings will include annual reviews, inclusion team meetings and governors' committee.
22. To assist in the updating of the school diary with relevant information and to communicate with relevant personnel by email, telephone or letter as required in order to timetable visits from outside professionals, parents etc.

Other Duties

23. Share reception duties including over lunch-time periods and during periods when the Receptionist is busy.
24. Ensure all visitors are appropriately signed into the premises and are accounted for in a fire or security emergency.
25. Undertake training and administer First Aid as appropriate/in emergency.
26. Act as the Evacuation Coordinator in the Fire Evacuation Process.
27. Liaise with admin and premises staff in updating and disseminating Fire and Emergency/ Disaster Plan.
28. Use general office equipment as required to undertake general clerical/administrative duties within the school, regular updating of Campus website, dealing with and forwarding school emails. Prepare routine letters as required by school leaders. Dealing with telephone enquiries and taking appropriate action as required.
29. Share in the planning and organisation of special events across the school including open days, seminars on secondary transfers, school community events etc.
30. Responsible for providing management information in a presentable format as requested by school leaders.
31. To achieve targets and personal appraisal targets as agreed by the line manager.
32. To undertake any training and development as required.

Personal Responsibilities

33. To be professional in dress and manner at all times.

- 34. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant H&S Guidance and Legislation.
- 35. To promote the safeguarding of children.
- 36. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- 37. At all times to carry out the responsibilities of the post with due regard to the Equalities Act.
- 38. To undertake other duties appropriate to the post that may reasonably be required.

Confidentiality

- 39. The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential. *(A confidentiality agreement will need to be signed by the postholder.)*

PERSON SPECIFICATION

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Requirements

Essential Criteria

Education and Experience	E.1.	Proven clerical/administrative experience – minimum of 2 years working in a school environment
	E.2	Excellent written and oral communication skills and ability to deal sensitively with members of the public, by telephone and in person
	E.3	Ability to prioritise to ensure that deadlines are met, whilst working under pressure.
Skills, knowledge and abilities	E.4	Ability to work under pressure and meet tight deadlines
	E.5.	Proven ability in the use and development and optimisation of manual and computerised filing systems.
	E.6	Experience in the use and management of school MIS software.
	E.7	Experience of administration including dealing with correspondence and photocopying.
	E.8	The ability to work within set procedures and to maintain confidentiality.
	E.9	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
	E.10	Excellent numerical and IT skills to record, manipulate and report routine statistical information (ideally working knowledge of Excel).
	E.11	Ability to work effectively as part of a team.
	E.12	Flexibility to work a changing shift pattern on a rota basis according to the needs of the school.
Education and Experience	E.1	Five passes at GCSE, including Maths and English, at C or above

Desirable Criteria

D.1	Educated to degree level or skills commensurate with this level of education; basic qualifications
D.2	Experience of using SIMS with regard to school MIS packages (see E.6)
D.3	Knowledge of school admission processes