

## **JOB DESCRIPTION**

<b>Job Title:</b>	Admissions & Attendance Officer
<b>Responsible to:</b>	Office Manager
<b>Responsible for:</b>	Whole School Admissions & Attendance
<b>Grade/Pay Range</b>	Scale 6 Point 18
<b>Hours:</b>	7.30am – 3.00pm 46.21 weeks per year

### **Responsible to:**

The post sits within the Admin team and is line managed by the Office Manager. However, the post holder will be required to work closely with the Headteacher and an Education Welfare Officer overseeing admissions and attendance.

### **Purpose of the Post:**

- To work within the framework of the School's Admissions Policy
- Assist with marketing and promotion of the school
- To work within the framework of the School's Attendance Policy
- To work with key staff and external agencies to reduce levels of unauthorised pupil absence and promote whole school attendance strategies to create a positive attendance and punctuality culture at Chase Lane Primary School
- Administer the electronic attendance system
- Provide school attendance and punctuality data to the Headteacher, Governors and Local Authority
- To contribute to the team approach of the effective running of the school office

### **Key External Contacts**

- Parents/Carers

### **Key Internal Contacts**

- Pupils
- Staff

### **Main Responsibilities Admissions/Pupil Data**

- Maintain manual and computerised information systems, including input and collation of information for SIMS, generating reports as required
- Completing statistical returns as requested by LEA and DfE, i.e., School Census, Early years return, SATS returns, Foundation Stage Profile return etc.
- To be responsible for the use, control and development of the data held on SIMS
- To oversee the collection and collation of statistical information as required on behalf of the Headteacher for external bodies such as DCSF/LEA
- To be the SIMS.net expert and use discretion to find solutions to difficulties where there is not a set procedure.
- To maintain the attendance database, producing and updating registers and pupils' records as required
- To act as the lead person in arranging admissions & leavers to school

- To liaise with parents and the admissions department
- Undertake word processing and other ICT based tasks as required
- Actively participate in training and development activities as required

### **Main Responsibilities Attendance**

- Administer a daily attendance and punctuality check each morning and contact parents by phone if children are not in school
- Request, collect and maintain records of all medical evidence
- Maintain weekly attendance tracking system
- Communicate growing concerns to the Education Welfare Officer to initiate further action
- Liaise with Headteacher about concerns they may have about poor attendance and punctuality
- Make and maintain contacts with parents/carers of children causing concern and work together to put strategies into place to encourage parents of these children to improve attendance and punctuality
- Send regular letters home keeping parents informed of pupils' attendance %
- Promote positive attendance awards
- Produce attendance reports for senior staff, governors and follow up unauthorised absences
- Produce 1/2 termly and termly reports - PA's, Governors report
- Produce a weekly summary of attendance data for Headteacher and newsletter
- Administer all the necessary ICT administration, maintenance and report generation of the electronic attendance system
- Administer the First Day calling system
- Word processing relating to letters to parents, general typing and preparation of papers for School Governors

### **General**

- To ensure the provision of a hospitable and welcoming 'front line' service to all visitors to the school
- To be flexible and work according to needs which may involve assisting other areas, which are commensurate with the grading of the post
- To provide administrative support to the Senior Leadership Team
- Any other duties as may reasonably be expected within the grade of the post
- To maintain personal and professional development to meet the changing demands of the job

**The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service.**

### **For Chase Lane School staff in general:**

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and children in doing the same.
2. To actively support the school's school improvement priorities.
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff.
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
5. To always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.

6. To provide cover for any member of the administration team in accordance with school priorities.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
8. To work effectively and successfully in your team within the school.
9. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil the role effectively.
10. To ensure confidentiality is respected and all issues are dealt with sensitively.
11. To be alert to issues of safeguarding and whistle blowing, as per school policies, ensuring that the welfare and safety of children attending the school is promoted and safeguarded and to report any child protection concerns using the appropriate procedures.

**Other requirements:**

- To have a clear and up-to-date Enhanced DBS Disclosure.

Name of post holder .....

Signature..... Date .....