**Park Primary School**

**Job Description**

**Title of Job:** Attendance/Punctuality, Admissions and Operations Officer

**Grade:** 6

**Term Time only** 36 hours per week

**Department:** Children and Young People’s Services

**PERSON REPORTS TO:** School Business Manager

**PERSON SUPERVISES:** None

Date last reviewed: 08/08/2022

**PURPOSE OF JOB:**

To be responsible under the guidance of senior staff for undertaking administrative support related to raising standards of attendance and punctuality of pupils and staff. To work with families, other staff and the LBN Attendance Management Service to improve attendance and punctuality. To manage the school’s admission process. To assist in the management of personnel related data records.

**EQUAL OPPORTUNITIES:**

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

**DUTIES AND RESPONSIBILITIES:**

* **Organisation and Communication**
* Establish and maintain a system for late children to sign in and the transfer to teachers of this information.
* Compile information received from parents/carers regarding pupil absence (telephone calls, letters etc.) and ensure this is recorded in registers.
* Contact parents and carers within the first hour of absence for explanations, where these have not been received, and ensure registers are updated.
* Liaise with class and specialist teachers in improving attendance of individual pupils
* Meet with Deputy Head or Attendance Management Officer (AMS) on a regular basis to review attendance and punctuality data and plan actions
* Complete referrals to the LBN Attendance Management Service where absence thresholds have not been met by individual children
* Prepare appropriate data, information and reports as required by the Head Teacher, Deputy Head/SENCO, AMS, Leadership Team or Governors, in liaison with administrative team where needed.
* Attend regular meetings with the Deputy Head Teacher to monitor attendance and punctuality
* Carry out home visits with another member of staff to families where support is needed or for school admissions purposes.
* Manage new and mid-phase admissions and meet with parents explaining the procedures of school attendance.
* To collate and prepare weekly school vacancies across all year groups and to liaise with Pupil Services

**Administration**

* To be responsible for the recording on SIMs of data relating to pupils admitted or leaving and to manage incoming or outgoing paper files in liaison with the other school as necessary.
* To ensure that electronic CTF files are received from the previous school for pupils admitted and delivered to receiving schools for pupils leaving the school
* Regularly review the accuracy of children’s details on the system.
* Meet with prospective parents to introduce them and the children to our school.
* Maintain a thorough knowledge of SIMS and other attendance IT packages and ensure all manual and computerised records relating to absence and punctuality are completed and kept up to date
* Use spreadsheets and IT packages such as Excel.
* Ability to communicate spreadsheet data as required
* Produce attendance and punctuality reports at least once per month and send letters to parents when absence and/or punctuality thresholds are triggered
* Monitor lateness and absence patterns, in particular persistent absences, alerting Deputy Head/ SENCO and Attendance Management Officers of concern
* Complete all pupil absence returns as required
* Identify families with persistent absence and set up attendance panel meetings, including completion of all necessary paperwork
* To produce letters relating to attendance and punctuality
* Keep records of agreed actions from panel meetings and maintain confidential files regarding pupil attendance and punctuality
* Ensure daily registers are accurate (both am and pm) and updated to show latecomers
* Maintain a system for children’s leave requests ensuring communication to all concerned.
* Provide general clerical and administrative support related to admissions, attendance and punctuality e.g. photocopying, filing, completing forms, responding to routine correspondence etc.
* Organise good attendance celebrations and produce termly and annual attendance data Termly celebrations for pupils with 100% attendance.
* To ensure that there is effective communication with the Family Liaison Officer in order that follow up responses are timely.
* To produce and maintain a comprehensive sibling list.
* To ensure in year admissions are allocated to a ‘house’ (siblings to be allocated to same house).

**Working with Families**

Communicate with families on issues of attendance and punctuality through telephone conversations, letters and meetings

* Attend ‘panel’ meetings with Deputy Head and/or AMS and families
* In conjunction with Deputy Head and/or AMS identify and support delivery of measures to improve attendance and punctuality (e.g. reward systems, home visits, parenting programmes, workshops with pupils)
* Refer work with groups of vulnerable pupils with poor attendance to the Family Liaison Officer so that supportive mechanisms can be put into place.

**Reception intake (April to September)**

* Communicate with Newham regarding admission list, sharing with relevant school staff
* Liaise with EYFS Leader regarding the annual effective transition plan and undertake the relevant parts in a timely manner
* Plan and carry out home visits before Reception children start with relevant Reception staff
* Add children to SIMS ready for September start.
* Manage the Reception admissions email account (April-Sept) - for questions and queries.

**Year 6 Leavers (July)**

* Take children off SIMS/transferring to new school
* Send CTF and paper files
* Call homes in September of the child starting Y7 to ensure all is well and offer support where required.

**Nursery**

* Weekly admissions/parents signing up for Nursery places
* Manage the Nursery (All Year) admissions’ email account, responding where admission paperwork is needed and liaising with the EY’s lead with regards to these admissions.
* Arrange timings for families to view LP prior to admission, liaise with nursery teacher/EYFS lead for appropriate times.
* Keep track of nursery admission spaces using the admissions spreadsheet, accounting for how many morning, afternoon and full day spaces are available.
* Make phone calls to nursery families on the waiting list about upcoming spaces and calls to families with new starters ready for each term (Sept/Jan/April). Sending letters/info packs for these admissions.
* Update provider portal termly/30 hour codes
* Maintain update and accurate information on SIMS

**Other transition points**

Oversee best practice at every key transition point in terms of communication to parents N-YR, YR - Y1, Y2-Y3 and Y6 departure

* Support families with the secondary school application process

**Personnel**

* To manage the new staff induction process.
* To maintain and update SIMS staff personnel records, relating to personal details.
* To regularly review the accuracy of staff personal details on the system.
* To enter newly recruited staff details onto the SIMs system.
* To produce staff absence reports and provide the necessary data to inform trigger meetings.
* To collate and prepare accurate staff weekly absence sheets for the Head Teacher’s signature
* To monitor and report to DHT when staff sickness triggers have been met.
* To prepare paperwork for staff sickness absence meetings.
* To maintain a staff absence spreadsheet and advise NPW on a monthly basis.

**Other Responsibilities**

* Ensure full awareness and understanding of school policies relating to Equal Opportunities and ensure working practice complies with expectations of these policies
* Contribute to the school ethos, aims and values
* Participate in training, other professional development opportunities and Performance Management
* To keep up to date with National key changes and OFSTED’s expectations on attendance and admissions and review school procedures to reflect this.
* To send text messages relating to attendance to parents from the appropriate system as required
* To meet with the DHT fortnightly to act according to data

**Safeguarding Children**

* To be fully aware of and understanding the duties and responsibilities arising from the Children’s Act 2004 and Working Together alongside the KCSIE document and any new guidance in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

*This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Head Teacher.*

**Person Specification**

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| **Job Title:**  **Attendance/ Punctuality, Admissions and Operations Officer** | **Job Number:** |
| **Grade:**  **Scale 6** | **Date last updated:**  **August 2022** |

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| IMPORTANT INFORMATION FOR APPLICANTS |
| The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible. |

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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| EQUALITY AND DIVERSITY | |
| We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. | |
| **KNOWLEDGE:**  The ability to undertake a wide range of administrative tasks using set procedures.  Knowledge of the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people  Knowledge of SIMS both pupil and personnel related and other attendance IT packages  Knowledge of safeguarding and child protection issues surrounding children and families | Application Form / Interview /  Application Form  Application / Interview  Application Form / Interview |
| **QUALIFICATIONS:**  A high standard of literacy, numeracy and IT skills. | Application Form / Interview / Test |
| **EXPERIENCE:**  Experience of working with children and their families on attendance, punctuality and admissions issues  Working with multi-disciplinary agencies  The ability to work in stressful and demanding situations for short periods is desirable.  Producing and translate data and prepare reports for senior leadership teams | Application Form / Interview /  Application Form / Interview  Application Form / Interview  Application Form / Interview |
| **SKILLS AND ABILITIES:**  Ability to undertake routine administrative tasks.  High level of IT skills.  High level of literacy and numeracy.  Very good attention to detail | Application Form / Interview / Test  Application Form / Interview / Test  Application Form / Interview / Test  Application Form/ Interview/ Test |
| **PERSONAL STYLE AND BEHAVIOUR:**  Ability to communicate effectively with children, families and multi-disciplinary agencies  Professional conduct awareness and exercise at all times.  Good standard of interpersonal skills and confidence.  Maintaining a positive approach  Ability to exercise confidentiality and discretion of sensitive matters. | Application Form / Interview /  Application Form / Interview /  Application Form / Interview /  Application Form / Interview /  Application Form/Interview |