

JOB DESCRIPTION

SCHOOL: King Offa Primary Academy

JOB TITLE: Attendance Officer / Administrative Assistant

GRADE: SS Grade 5, 11-13

MAIN PURPOSE OF JOB: To record and monitor pupil absence and investigate absent children in a timely manner to ensure pupil safety.

To work in partnership with the school's Leadership team, class teachers and outside agencies such as the Education Support, Behaviour and Attendance Service (ESBAS) to help achieve expected attendance targets and reduce absences.

To provide front of house / clerical and administrative support as part of the support team under the direction of the Business Manager

Main Functions

Attendance:

- Monitor pupil attendance and make weekly report to the Headteacher
- Liaise with parents to discuss school action on attendance and attend meetings
- Identify the referral pathway to Education Support, Behaviour and Attendance Service and make relationships with team leaders
- Prepare attendance referrals, organise and attend Attendance Panel Meetings with ESBAS in school.
- Investigate unexplained absences, seek information from parents via letter
- Produce termly attendance data and send Red/Amber/Green letters to parents
- Prepare and report on weekly and yearly attendance figures to the Headteacher
- Organise attendance rewards and prepare certificates

Administration:

- Undertake reception/ front of house duties
- Responsible for pupil first aid / welfare duties / administration of first aid information system
- Assist with access arrangements by outside agencies and other visitors
- Assist in the preparation of school activities

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- Provide routine administrative and clerical support for teaching and other support staff (reprographics, word processing, etc)
- To produce school correspondence and documentation as requested
- Maintain manual and computerized records and contribute to the updating and maintenance of the school's management information systems

Resources:

- Operate office equipment
- Arrange for reprographic equipment repairs and servicing
- Arrange orderly and secure storage of supplies
- Check stock deliveries

Responsibilities:

- Be aware of and comply with related policies and procedures relating to child protection; health, safety and security; confidentiality and data protection; reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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PERSON SPECIFICATION

JOB TITLE: Attendance Officer / Administrative Assistant

	Essential Criteria	Desirable Criteria	Method of Assessment
Key Skills & Abilities	<p>Ability to work and communicate effectively with adults and children at all levels</p> <p>Ability to respond to the demands of internal and external changes and work under pressure at times, assess priorities and be able to meet deadlines</p> <p>Excellent organizational skills</p> <p>Good numeracy, literacy and analytical skills</p>		Application Interview
Education & Qualifications	Educated to GCSE level or equivalent including Maths and English	ECDL or Level 2 Word Processing	Application Interview
Knowledge	Knowledge of attendance procedures within a school	Knowledge of office processes and administration in schools.	Application Interview
Experience	<p>Previous experience of managing attendance within a school</p> <p>Previous first aid experience</p> <p>Clerical or administrative experience</p>	Up to date First aid certificate	Application Interview

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	Experience of Microsoft Office packages and management information systems		
Personal Attributes	<p>Warm, friendly and welcoming personality with a professional approach to work</p> <p>Ability to maintain complete confidentiality and discretion within all situations</p> <p>Flexible approach to work</p> <p>Ability to work successfully in a team involving children, school staff, parents and governors</p> <p>Polite and professional telephone manner</p> <p>Attention to detail / accuracy</p> <p>Ability to function effectively in an environment in which interruptions take place</p>		Application Interview

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