

JOB DESCRIPTION

Job Title: Administration Assistant - Attendance

Grade: 4

Salary: SCP 13 – SCP 16

Conditions of Service: Support Staff Contract of Employment

Responsible to: Attendance Manager

Statement of Purpose

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To work under the direction and guidance of senior staff to provide general clerical and administrative support to the school in relation to the attendance of pupils at the school.

Supporting Pupils

- To telephone parents to ascertain the reasons for students' absences, including calls in relation to vulnerable students.
- Follow up outstanding absences in liaison with staff and parents.
- To liaise with appropriate internal/ external stakeholders with regard to attendance.
- Follow up on absent students and ensuring effective communication.
- Sign in late pupils and endorse school policy concerning punctuality.
- Issue off- site passes when necessary.
- Liaise with the Designated Safeguard Lead where necessary
- Assist with student welfare duties as required
- Undertake appropriate support in relation to attendance welfare visits
- Answer routine face to face and telephone enquiries in relation to pupil attendance and absence
- Undertake appropriate administration duties in relation to reduced timetable students, or managed move etc.

Support to the Organisation

- Produce regular attendance reports.
- Completing routine forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required, e.g. Absence data.

- Provide routine clerical/administrative support e.g. photocopying, filing, faxing, emailing.
- Liaise with appropriate senior staff and the Education Welfare Officer allocated to the school on a regular basis with regard to student absence.
- Undertake routine administrative procedures, e.g. produce official registers.
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, Internet).
- Contribute to the planning/development/organisation of support service/procedures/policies in relation to attendance.
- Routine administrative procedures. Provide complex data analysis with regard to persistent absenteeism from students and keep the appropriate PPC, Senior Leader informed via constant tracking via early indicators.
- Monitoring attendance to lesson via appropriate system e.g. lesson monitor.
- Tracking students' attendance using red, amber, green, which will pick up early indicators for students falling below required attendance.
- Attend on welfare visits in company with appropriate staff where required

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or met.
- Be aware of and comply with 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and lead in relevant meetings as required.
- Participate and Lead in training and other learning activities and performance development as required.
- Demonstrate, give advice & guidance to, or train other employees, students or trainees on own duties.
- Undertake research and obtain information to inform decisions.
- Undertake complex IT tasks e.g. early indicators for under required attendance.
- Analyse, evaluate data/information, and produce reports/information/data as required.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Qualifications/Training <ul style="list-style-type: none"> • NVQ 2 Business and Administration or equivalent qualification or at least 2 years in relevant discipline • Educated to GCSE Level 9-4 in Mathematics /English 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • Some experience of working in a similar office environment • Some experience of dealing with customers in a front facing and telephone manner • Experience of producing letters, spreadsheets, reports etc. using Microsoft Office or similar 	APP/I
	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	APP / I

MEASURED BY KEY:

APP = Application form

ASS = Assessment activities

I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

04/05/2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

