
Job Description for Attendance and Admissions Officer

Responsible to: Headteacher

Based at: Redscope Primary School

Paid on: Band E of the Support Staff Salary Spine

OVERALL PURPOSE OF THE POST

MAIN DUTIES

General

Administration

- Undertake reception duties
- Signing in visitors at Redscope Primary School adhering to safeguarding policies.
- Dealing with general telephone and face to face enquiries and liaising with staff, parents, Trust central staff and other outside agencies.
- Liaising with parents/staff and pupils.
- Provide general clerical/administrative support eg photocopying, filing.
- Use Arbor MIS to update pupil records, extract information and assist with pupil attendance.
- Undertake other administrative duties to ensure the smooth running of the school office as required by the Senior staff
- Complete and submit exclusion paper work
- Assist with free school meals applications
- Administer First Aid and prescribed medicine as instructed
- Assist and complete census returns
- EEF termly funding
- Assisting and booking of school trips

Admissions

- In year admissions
- New to school nursery and reception admissions
- Open events for nursery and reception admission
- Assist Y6 transfers to secondary school

Attendance

- Daily registers and safeguarding checks
- Checks for incomplete registers
- Monthly attendance monitoring/letters/meetings
- Referrals for attendance FPN's

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in meetings as required.

- Participate in training and other learning activities and performance development as required.

Please note: this job has a Probationary Period of 3 Months

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.



Person Specification for Attendance and Admissions Officer

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Working with various Microsoft packages, school and Government MIS systems • Experience of dealing with members of the public • Delivering excellent communication skills, whilst working in a busy office • Previous attendance experience 	<ul style="list-style-type: none"> • Experience of working in a School Office environment • Previous admission experience in a school/college
Education and Training	<ul style="list-style-type: none"> • English and Maths level 4 / relevant experience • Willingness to continuing own professional development • Completed First Aid training or willing to complete First Aid training 	<ul style="list-style-type: none"> • Evidence of additional training courses/certificates
Special Skills and Knowledge	<ul style="list-style-type: none"> • Good knowledge of ICT applications • Possess excellent communication skills (spoken and written) • Excellent telephone manner • Ability to work on own initiative as well as part of a team 	<ul style="list-style-type: none"> • Possess relevant ICT qualifications • Interest in working in attendance and admissions
Personal Skills and Qualities	<ul style="list-style-type: none"> • Strong oral communication skills with a wide variety of audiences • Good interpersonal skills – ability to deal effectively with a wide range of people at all levels. • Discreet and sympathetic when dealing with sensitive and confidential matters • Flexible and able to adapt to change • Calm whilst working in a busy office 	

	<ul style="list-style-type: none"> • Be able to deal with challenging situations, problem solve and use your own initiative to get the best possible outcome 	
<p>Additional Factors</p>	<ul style="list-style-type: none"> • Commitment to the well-being of all children and colleagues • Commitment to working with parents and others in the community • A need to maintain confidentiality and adhere to Data Protection and Safeguarding policies at all times. 	<ul style="list-style-type: none"> • Shows a particular interest in working at this school • Knowledge of school attendance matters pathway • Knowledge of Early Education funding