

Job Description

ADMIN OFFICER WITH RESPONSIBILITY FOR ATTENDANCE (PUPILS) & FAMILY LIAISON

Grade: Scale 6 pt16

Hours of Work: 32.5 hrs per week
 8.30am-3.30 pm (with 30 min unpaid lunchbreak)
 39 weeks per year (term-time plus 5 INSET days)

Responsible to: School Business Manager

Main purpose of the job

- To assist the School Business Manager with all aspects of the development and effective operation of the school administration team.
- To undertake all administration tasks associated with pupils from admission to transition.
- To be the first point of contact in respect of pupil administration & family liaison
- To act as Attendance Officer
- To assist with the management of finance for the maximum benefit of the school.
- To contribute to the safeguarding and protection of all pupils

Supervisory responsibility

None, except to assist in work familiarisation of new members of staff or volunteers.

Main responsibilities and tasks

Pupil Administration

- To carry out administrative processes relating to admissions to the school.
- To ensure the safe and accurate transfer of pupil records on leaving/joining the school.
- To undertake administration relating to school meals and ensure that the kitchen staff receive accurate information regarding the number of children taking a meal.
- To maintain electronic pupil records, including hard copies, and ensure information is updated as required and filed efficiently.
- To undertake the administration of after school clubs, ensuring that pupil details are accurately recorded.
- To collate information required for the accurate submission of the pupil census at the direction of the Headteacher and SBM.

Attendance

- To ensure pupils, parents and carers understand that regular attendance and educational attainment are linked.
- To clearly communicate to parents and carers their legal responsibility to ensure that their children attend school regularly and punctually.
- Be the main contact for attendance issues within the school and chase up reasons for absence on a daily basis using the class registers and with guidance from relevant colleagues.
- To contact parents to ascertain reasons for absence.
- To monitor and collate the class registers, ensuring that pupil absence is accurately recorded and that lateness is followed up.
- To meet with the Headteacher on a regular basis to review attendance levels and formulate strategies for improvement.
- To administer the school's attendance rewards and incentives system.
- To contribute to the school newsletter, celebrating success and reminding parents/carers of the school's expectations on attendance.
- To work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed.
- To work in consultation with the Headteacher to administer and monitor initiatives to improve attendance as required, for example, parenting contracts, penalty notices, first day calling etc.
- Ensure that the school is compliant with the Children Missing Education processes and all statutory requirements.
- To compile and produce reports for the Governing Body on attendance.
- Under the direction of the Headteacher, monitor and prepare responses to parental requests for leave during term time.

Annual Review Administration

- To assist the Deputy Headteacher in the management of the Annual Review process, including preparation of the termly timetable for Annual Review meetings, compilation and distribution of reports and invitations to all parties and submitting completed review reports to the Local Authority, having regard to statutory deadlines
- To maintain a rolling programme of Annual Reviews for pupils and ensure these are carried out within statutory timescales

EHCP Consultations and Admissions

- To liaise with the School Business Manager to initiate and coordinate the admission process for pupils where placement is agreed, ensuring a smooth and timely transition into school.

Family Liaison

- To maintain up-to-date Designated Safeguarding Lead (DSL) training in line with statutory requirements.
- To act as the first point of telephone contact for parents and carers, providing a professional and supportive response to enquiries.
- To listen to concerns raised by parents and carers and signpost appropriately to relevant staff or external professionals, ensuring timely follow-up where required.
- To liaise with Family Group professionals and support their work with identified families, maintaining effective communication between home and school.

General Administration

- To provide a professional front of house service to all visitors to the school and ensure that the school's image and reputation is projected correctly by all office staff when dealing with external parties.
- To produce and process routine school documentation and letters to parents.
- To provide administrative support to the school's Leadership Team, including photocopying, filing, emails as directed.
- To keep up to date with changing school information and maintaining key information for reference as necessary.
- At the direction of teachers making enquiries, book and organise all administration for trips and visits including travel arrangements, insurance, letters to parents and lunch arrangements.
- To provide general administrative support as needed, including word processing and data entry.
- To compile letters and correspondence as requested by the Headteacher and Senior Leadership Team.
- To use the school's management information system to provide reports as required by the Headteacher and School Business Manager and as an information source.
- To provide cover for the school's reception desk if required, due to absence and/or breaks
- To assist with the collection, entry and extraction of data required to complete statutory returns.
- To manage and maintain Parent Pay and the administration involved in setting up payments and chasing debts.
- To 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.
- To contribute to the review of school policies as appropriate.
- To attend relevant meetings and participate in training opportunities and performance development as required.

- To undertake any other broadly analogous duties.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. The Cedars Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality / GDPR

The school is committed to maintaining the privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have. All staff must comply with policies regulating the proper use of computers, email and the internet and processing information in accordance with GDPR.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the Staff Handbook and Code of Conduct and all safeguarding and child protection guidance, policies & procedures.

Additional Information

The successful candidate will demonstrate a strong commitment to the school's SEMH context and the importance of relational practice in supporting pupils, families and staff.

Signatures – line manager and job holder

Signed..... Dated:.....
Headteacher

Signed..... Dated:.....
Postholder

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.