

Job description: School Administrator (Attendance)

Employment details

Job title:	School Administrator (Attendance)
Reports to (job title):	School Bursar
Type of position:	36.25 hours per week 38 weeks per year
Hours of work:	Monday to Friday 08:00 – 15:45
Level and scale point:	Grade 5

Areas of responsibility:

DAILY DUTIES

- Act as the main point of contact for visitors to the school, and deal with enquiries from parents, members of the public and staff.
- Ensure that all messages are communicated and acted upon in a timely manner.
- Ensure the image of the school is enhanced and good relations fostered.
- KCSIE guidance is followed at all times in regard to visitors in schools. ID checks and DBS checks are completed, and the Entrysign system is used.
- Confident administrator of the school's MIS, Cpmis and Microsoft software in accordance with GDPR
- Administration of all Pupil Attendance data for the school
- Use LA software and School MIS, process attendance data, warning letters and fines.
- Ensure registers are completed in full (twice daily) and coding's are always correct.
- Independent execution of the DfE statutory guidance 'Working together to improve School Attendance' in line with the school's Attendance policy and procedures.
- Manage the tracking of pupil attendance
- Interpret attendance data to identify patterns and highlight concerns to the SLT
- Ensure swift action is taken when attendance levels drop within identified parameters
- Create a monthly Attendance Newsletter for parents
- Identify weekly pupils with most improved attendance and communicate to parents
- Communicate weekly class attendance figures to parents

• Take responsibility to ensure that the Child Centred Team have the relevant data needed each morning to complete home visits with pupil specific data regarding attendance in accordance with our Attendance Policy • Understand the role attendance has in ensuring all pupils are effectively safeguarded
• Process daily lunch registers and communicate to the kitchen supervisor • Manage parent communication regarding menus, booking and payment of lunches
• Communicate any fundraising activities
• Support the management of meeting and room bookings/school calendar
• Undertake any other work requested by the Bursar/Office Manager or Principal as required.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people

Person Description:

School Administrator (Admissions and Nursery)

	Essential	Desirable
Qualifications and training	The successful candidate will have: • GCSEs with a minimum of a C grade (or equivalent) in maths and English. • Full DBS certificate with barred list check •	• Evidence of personal commitment to CPD. • Qualification in computing and software
Experience	The successful candidate will have experience in the following areas: • At least 12 months experience working within a busy office environment. • Experience of using computers for office administration.	• The successful candidate may also have experience in the following areas: • Experience of working in a school office

Knowledge and skills	The successful candidate will: • Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. • Possess strong interpersonal skills. • Be able to communicate clearly, both written and orally. • Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information. • Be organised, accurate, and thorough in their work. • Be dependable, able to follow instructions, and respond to management directions. • Have good working ICT knowledge including Microsoft Office. • Have a willingness to extend skills through appropriate training. • The ability to record and analyse data using different systems. • An understanding of the importance of confidentiality. • An understanding of GDPR • Be an effective team player that works collaboratively and effectively with others.	The successful candidate may also have the skills to: • Proven experience of adapting office administration processes
Personal qualities	The successful candidate will display the following personality traits: • A warm, engaging and transparent personality • The ability to remain calm • A willingness to go the extra mile • An ability to quickly adapt to changes	
	The successful candidate will be able to meet the attributes of the Trusts Values: Aspiration • Inclusive and respectful to all our colleagues • Keen to keep developing and receptive to change • Reflective and learn from mistakes Believe • Passionate and have a positive outlook • Confident to share their opinions and ideas and value those of others • Solution focused	Community • Considerate of all • Welcoming • Adaptable • Understanding of the needs of the wider community • Look after our own and each other's well being