

CHILDREN AND LIFELONG LEARNING - HR SERVICES

| School | | | | |
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| Job No. | Post Title | Grade | JE Pts | Date |
| | Admissions and Attendance Officer | Grade 5 | | |

Statement of Purpose

To be the main pupil attendance administrator and promote good attendance alongside the Senior Attendance Champion, Headteacher and Pastoral Lead:

- Serve as the primary point of contact for inquiries related to admissions and attendance
- To support the School in trying to achieve the highest levels of School attendance; to promote those factors which may be having an effect and to identify and promote appropriate support whether internally or externally.
- Providing a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- Promoting positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- Establishing and developing a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
- First point of contact for parents and carers with regards to children's absence
- To lead and manage the pupil admissions at the school including the development and maintenance of policy, systems and process in school
- To support the school office administration function by providing general office duties.

Main Duties and Responsibilities

- Take an active concern in social and welfare matters which are affecting or may have an effect on the education of school age children
- To assist School/Education Welfare services to implement strategies and promote the regular and punctual attendance of all students.
- Meet with school staff, students and parents/carers to identify individual problems and possible solutions.
- Support the School Senior Leadership team/Attendance Champion to ensure that levels of attendance reach or exceed School and DfE target levels.
- To manage the absence line and challenge the reason for absence.
- To establish the reason for non-attendance, support in making assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To be fully aware of and work in line with Child Protection Procedures including identification and reporting of safeguarding concerns.
- To have an understanding and implement the required processes to enable

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statutory legal action for students where appropriate.

- To support the Local Authority's 'Children Missing Education' process including early identification of students not in school and establishing their whereabouts.
- To liaise and work with other members of Education Welfare Services as well as other professionals if required.
- To support the regular inspections of the school's attendance register via both manual and computerised records.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To manage and prioritise your own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- To support Pastoral Leaders and senior managers in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of school staff, parents/carers and the community on the importance of school attendance.
- Promote attendance via display boards, social media and school marketing campaigns.
- Deal with pupil/parent/visitor matters and requests via telephone, email and reception duties
- Monitor applications for admission and provide prospective parents with information of the school and assist in the admissions process through to enrolment, liaising with third parties and addressing queries.
- Maintain school records, including documentation of pupil administration, achievement, attendance and related correspondence.
- Undertake financial administration procedures including purchase orders and invoicing.
- Develop and maintain efficient and up to date manual and computerised record/information systems ensuring that information such as attendance records and admissions is kept confidentially.
- Assist in the admissions process through to enrolment, liaising effectively with all parties involved in admissions and addressing queries.
- Input new pupil data into the pupil database ensuring that necessary procedures are complied with.

General Requirements

- Adaptable, imaginative, creative and flexible in approach to the work.
- Self-motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training.
- Prepared to attend meetings outside of office hours.
- Promote and safeguard the welfare of children, young and vulnerable people who you are responsible for or come into contact with.
- To comply with individual responsibilities, in accordance with the role, for health

and safety in the workplace.

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- Ensure that all duties and services provided are in accordance with the Schools' Equal Opportunities Policies.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To ensure compliance of Data Protection at all times.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade

School Business team support:

- Under the direction of the Office Manager, to assist in the functions of the school office

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 come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, Admissions and Attendance, 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 participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Professional learning and development

- To be a reflective practitioner, evaluating and improving own practice to support students to become successful learners and young people.
- To contribute to the school's developments by sharing professional learning, expertise and skills with others, and participating in collaborative learning opportunities.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the performance management process.
- Undertake all duties and responsibilities in accordance with OHC&AT policies and relevant legislation, inclusive of Equal Opportunities, Health & Safety, and GDPR.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification
Admissions and Attendance Officer
Level 5
(Subject to Job Evaluation)

| Essential Criteria | Measured By |
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| <p>Experience</p> <ul style="list-style-type: none"> • Experience of working with pupils MIS systems and attendance tracking software • Experience of creative methods to engage children and families to improve attendance and educational outcomes • Experience working with children, young people, parents/carers and families preferably within an educational context. • As part of a team, as well as on your own initiative. • Working with professionals from other agencies and in a multi-agency context if required • A knowledge of relevant policies/codes of practice and legislation in relation to attendance, education and child welfare/protection. • Using IT systems to compile reports as well as analysing Statistical data for monitoring purposes. | AF/1 |
| <p>Qualifications/Training</p> <ul style="list-style-type: none"> • Educated to or a willingness to work towards NVQ level 3/4 or equivalent in related subject • Good numeracy/literacy/communication skills. • Good ICT skills • Driver's licence and access to a vehicle | AF |
| <p>Knowledge/Skills</p> <ul style="list-style-type: none"> • School systems and an understanding of the issues affecting truancy and non-school attendance • Demonstrate an understanding of issues linked to confidentiality. • Demonstrate knowledge of attendance and admission regulations. • Demonstrate an understanding of issues that may affect a student's ability to attend school. | AF/1 |

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| <p>Abilities and Skills</p> <ul style="list-style-type: none">• Ability to communicate effectively both orally and in writing especially with students, parents/carers, school staff, EWS, social workers and other professionals.• Ability to persuade and negotiate as well as good interpersonal/communication skills.• Able to use own initiative and work alone when necessary.• Ability to overcome communication barriers with children and students.• Ability to use computer systems, including Word processing skills to produce tables and spreadsheets.• Ability to maintain strict confidentiality and integrity in all matters.• Creates a sense of self belief, energy and pride in others about what the school is setting out to achieve.• Ability to manage time.• Excellent organising, accuracy/attention to detail, planning and prioritising skills.• Ability to work under pressure.• Demonstrate an ability to cope with stressful/conflict situations | AF/1 |
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AF

Application form

Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***