

JOB DESCRIPTION

JOB TITLE	Attendance Administration Assistant
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	Robsack Wood Primary Academy
SALARY AND WORKING HOURS	East Sussex Single Status Grade 4
RESPONSIBLE TO	Designated Safeguarding Lead
MAIN PURPOSE OF THE JOB	To undertake general administrative tasks as directed
MAIN TASKS/KEY RESPONSIBILITIES	
1	To provide administrative support for the admissions and attendance department including undertaking general administrative tasks e.g. letters, mail mergers, labels as well as more specialised support relating to the area of designation.
3	To be responsible for the communication both incoming and outgoing for the designated team in oral and written form.
4	To contact parents/carers by telephone to follow up reasons for student absence
5	To work closely with the Safeguarding Officer and Attendance Lead to support in the day to day functions of the designated area and support the smooth running of the Academy.
6	To collate attendance data including trend analysis on behalf of the Safeguarding Officer and Attendance Lead
7	To market the importance of attendance on notice boards and through internal promotions and communication
8	To provide cover and support for other members of the team as required.
9	To produce and contribute to the maintenance of specialist records and files as required.
10	To provide reports and evaluation as required relating to the functionality of the given team and to present this information as requested.
11	To act as an ambassador for the Academy dealing with external stakeholders in a timely and appropriate manner.
12	To carry out all activities in line with the Academy's policies for Health and Safety and Equal Opportunities

13	To participate in professional development activities and performance management activities as required
14	To undertake other reasonable duties as directed by your line manager
Additional Information	
<ul style="list-style-type: none">- This post is subject to an Enhanced Criminal Record Check- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.	
The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.	

PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS

1.1 Good general education including literacy and numeracy skills

KNOWLEDGE AND EXPERIENCE

2.1 Experience of working successfully and co-operating as a member of a team

2.2 Basic knowledge of safeguarding including confidentiality, health and safety

2.3 Confident in the use of Excel, Word, email and database programs

KEY SKILLS AND ABILITIES

3.1 Ability to prioritise, have excellent time management and organisational skills

3.2 Ability to take responsibility and work on own initiative

3.3 Promote a positive working environment

3.4 Establish and develop appropriate relationships with parents, governors and local community

3.5 Good communication skills, both oral and written, with ability to explain issues, answer questions and respond appropriately, particularly to students and parents

PERSONAL ATTRIBUTES

4.1 Self-motivated with drive, initiative and high degree of pro-activity

4.2 Sense of humour and equable temperament with ability to remain calm and confident in challenging circumstances

4.3 Commitment to working as a positive and constructive team member

4.4 Commitment to Equal Opportunities

DESIRABLE CRITERIA

EDUCATION AND QUALIFICATIONS

5.1 First Aid qualification

KNOWLEDGE AND EXPERIENCE

6.1 Experience of working in a school / academy environment

6.2 Experience of working with children or vulnerable adults