

**Administration and Attendance Assistant**

**Wath Central Primary School**

**Job Description**

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| **Post:** | Administration and Attendance Assistant |
| **Hours:** | 33.75 per week, term-time only plus 2 inset daysMonday to Friday 8.15am – 3.30pm  |
| **Responsible to:** | Headteacher / School Business Manager / JMAT (James Montgomery Academy Trust) / Local Governing Board |
| **School:** |  School |
| **Scale:** |  Band D |
| **Liaising with:** | Head Teacher, School Business Manager, Staff, Pupils, Parents/Carers, External Agencies. |
| **Start date:** | 01/09/2025 |

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| **Main Duties and Responsibilities** |  |
| **General Duties:** | * Answer the phone and handle any queries appropriately.
* Keep a record of pupils and visitors entering and departing the school during the day.
* Ensure security and safeguarding protocols are communicated to and understood by all visitors at the school, e.g., wearing a name badge.
* Understand and follow the Invacuation, Lockdown and Evacuation Policies in an emergency, by securing the doors and windows to the office and reception area.
* Understand the Visitor Policy and ensure that its protocols are adhered to.
* Ensure the office area is welcoming and tidy.
* Ensure school files are kept up to date, such as ensuring the most recent copies of school policies are available on the shared computer system.
* Complete any photocopying which the office manager, teaching staff, the SBM or members of the SLT (Senior Leadership Teams) require.
* Act as a front of house and communicate with pupils, staff, parents, and visitors appropriately.
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| **Effective use of Resources** | * Ensure appropriate administration support is provided to (e.g., staff, parents, and contractors etc).
* Develop and continually improve the effectiveness of services provided by the administration team.
* Support the organisation of events such as presentation evenings, parents’ evenings, festive concerts, productions etc.
* Respond to queries and complaints in line with the school’s Complaints Procedure.
* Support with managing the school’s School Money system, website, and MIS, ensuring all the information on these systems is accurate and that updates and returns are completed as required.
* Assist the SBM and / or Office Manager with specific administrative tasks as and when required.
* Manage online and paper filing systems in line with the Data Protection Policy and Records Management Policy.
* Check whether pupils are eligible for free school meals, e.g., by sending letters home to parents.
* Ensure the confidentiality of any data is maintained, in liaison with the DPO.
* Ensure good lines of communication between the reception and the rest of the school by ensuring that the relevant information is communicated to the relevant people.
* Attend any relevant training programmes, such as safeguarding.
* Provide any admin support for extended services offered by the school.
* Assist with maintaining the school website, as delegated by the SBM and Head Teacher.
* Manage the school’s calendar, as delegated by the SBM and Head Teacher.
* Assist with the organisation of school trips, e.g., finding venues and contacting transport companies.
* Maintain an up-to-date and accurate inventory of stock, and place orders wherever required.
* Employ an effective, thorough, and accurate method for checking delivered stock.
* Maintain an accurate system for collecting, recording, and providing receipts for a variety of incomes – e.g., in relation to school uniforms, school meals, voluntary contributions – organising reminders for payment wherever required, in accordance with school procedures, and updating the school’s financial system, as necessary.
* Upon receiving daily attendance data, enter this accurately and promptly into the school’s management system, and produce accurate reports regarding attendance data whenever required.
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| **Working Together** | * Review the registers of each class and telephone the parents of absent pupils to determine why they are absent, working in collaboration and following the Attendance Policy, Attendance Strategy and processes.
* For those families who cannot be contacted, follow the school’s Attendance Policy, and processes, including keeping the Head Teacher / DSL informed.
* As part of the Attendance Team - monitor and track pupil attendance and lateness, identify trends, produce accurate reports and attendance letters, maintain accurate and up-to-date records to reflect action taken on a case by case basis.
* Liaise with families to collect their child when required, e.g., because the child is ill or in the event of inclement weather.
* Keep up to date with school events and its calendar so that questions can be answered quickly and accurately.
* Be the first point of contact for any phone call complaints and, if they cannot be easily resolved, pass these complaints on to the relevant member of staff, e.g., the Head Teacher, following the Complaints Procedure.
* Maintain confidentiality when handling potentially sensitive tasks regarding families and pupils.
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| **Safeguarding** | * Understand and follow the school’s Safeguarding Policies and procedures.
* Be an active advocate and model excellent safeguarding standards across the whole school.
* Understand safer recruitment practices, pre-employment checks and the DBS (Disclosure and Barring Service).
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| **Health and Safety** | * Ensure that health and safety issues are monitored effectively, delegating responsibility to the relevant members of staff in a timely manner and through appropriate channels of communication.
* Adhere to relevant risk assessments in school that can be used to identify potential hazards, taking the relevant action to keep everyone safe, including reporting.
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The post holder’s duties must be carried out in compliance with the school’s Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act, and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

**The post holder must always comply with the school’s code of conduct.**



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**Person Specification**

James Montgomery Academy Trust is dedicated to appointing the best possible candidates.

The successful candidate for this position will be accountable for achieving the highest possible standards in work and conduct. They will act with honesty and integrity; have strong job specific knowledge, keep their skills as up-to-date and will be self-critical. The successful candidate will be expected to forge positive professional relationships; and work in collaboration with all stakeholders of the school.

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| **EDUCATION AND QUALIFICATIONS** |
|  | Essential | Desirable | SourceA- applicationI - interviewR - references |
| Minimum of English and Maths GCSE or equivalent (Grade A-C or 9-5) | ü |  | A, I |
| NVQ Level 2 or higher qualification in an area appropriate to this role | ü |  | A, I |
| Health and safety training |  | ü | A |

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| **EXPERIENCE** |
|  | Essential | Desirable | SourceA- applicationI - interviewR - references |
| Using management information systems | ü |  | A, I |
| Using Microsoft apps such as Word, Excel, etc | ü |  | A, I |
| Setting and managing budgets | ü |  | A, I |
| Previous experience in a school office |  | ü | A, I |
| Working as part of a team |  | ü | A, I |
| Using and updating a website |  | ü | A, I |

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| **KNOWLEDGE AND SKILLS** |
|  | Essential | Desirable | SourceA- applicationI - interviewR - references |
| Have a secure knowledge of what is expected in a school office | ü |  | A, I |
| Have a good understanding of the principles behind strong communication processes in a school office | ü |  | A, I |
| Be able to present information clearly to a range of audiences | ü |  | A, I |
| Demonstrate a proven ability to work sensitively and effectively with colleagues and other stakeholders | ü |  | A, R |
| Demonstrate an ability to lead and manage own workload | ü |  | A, I, R |
| Be able to prioritise workload and meet deadlines whilst maintaining a high level of accuracy and attention to detail | ü |  | A, I, R |
| Be confident in solving problems and creating innovative solutions | ü |  | A, I, R |
| Have excellent IT skills including a good knowledge of software packages | ü |  | A, I, R |
| Excellent verbal and written communication skills | ü |  | A, I |
| Excellent time management and organisation skills | ü |  | A, R |
| Be able to work as both part of a team and independently, showing integrity | ü |  | A, R |
| Capacity for, and interest in enhancing own skillset through professional development |  | ü | A, I |

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| **PERSONAL AND PROFESSIONAL ATTRIBUTES** |
|  | Essential | Desirable | SourceA- applicationI - interviewR - references |
| A calm and organised approach | ü |  | A, I, R |
| A commitment to equal opportunities for all | ü |  | A, I |
| A commitment to contributing to the wider life of the school and its community | ü |  | A, I |
| Professionally assertive | ü |  | A, I |
| Ability to manage own well-being and support the well-being of others | ü |  | A, I, R |
| Willingness to meet them and know own strengths and areas to develop | ü |  | A, I |

**Additional Essential Criteria**

* Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment.
* Fully supportive references.
* Full enhanced DBS clearance.