



## **Administration and Families Co-Ordinator**

### **Job Description**

#### **Grade 5**

The post holder will report to School Business Manager. Apart from other colleagues in the school, the main contacts of the job are the Headteacher, Senior Management, teaching and other support staff, pupils and parents.

#### **Main Purpose of the job**

- To provide a comprehensive administrative support function to the school. Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors.
- To be the point of contact for Management Information System (Arbor) related issues. Ensuring the school's MIS is used to its full potential, informing school development and providing class teachers with an extensive range of information and to oversee the accurate recording and completion of registers in compliance with DfE legislation.
- To work collaboratively with all staff and parents in order to support pupil wellbeing and to promote the five outcomes of Every Child Matters.
- To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform SLT and Governors to assist improving attendance on a termly basis.
- Assist SLT in monitoring and enforcing attendance parenting orders and undertake casework in line with post- prosecution guidelines. Assist SLT to make decisions on a case by case basis as to the most appropriate course of action to be taken in any particular case.

- In liaison with the appropriate SLT member and key stakeholders support the effective organisation and participation in attendance, initiatives, campaigns, truancy sweeps and school blitzes to improve attendance in school.
- To co-ordinate, plan and carryout joint home visits, the schools DSL.
- To signpost families/parents to access agencies where necessary, to help ensure their child fully benefits from the educational opportunities available and enable parents to fully support their children through school to maximise potential.
- To develop and maintain regular contact with the identified pupil's families, parents and carers and to provide information to help inform them in the development of strategies to support disaffected pupils to improve achievement and raise self-esteem.
- To support the work of colleagues with parents where poor/irregular attendance/behaviour is identified as a problem and where exclusion is identified to be a risk, minimising absenteeism and risk of exclusion.
- To liaise, as instructed with families and students when exclusion is in force, advising of procedures and rights if appropriate, keeping all advised in terms of homework and support arrangements in the school for re-integration.
- Support the business manager with admissions in the September intake and in year applicants.
- Undertake procurement procedures, including to raise purchase orders, process and record School debit card payments, and arrange payment of invoices, liaising with suppliers as appropriate.
- Monitor outstanding debts on a regular basis and liaise with customers in line with the School's credit control policy, ensuring the Business Manager is kept informed of all issues.
- Organise the financial arrangements for the collection of monies for school trips and events.
- Prepare regular and ad-hoc material, both manually and through computerised systems, for the Business Manager for evaluation, including reports and financial data.
- Maintain accurate computer records, which record the school's financial transactions, including order forms, invoices, receipts and other paperwork.

- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
  - To undertake personal development to improve own practice
  - To assist with pupil first aid and welfare duties, including, liaising with parents and staff etc.
  - Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
-