

# KEPIER



## JOB DESCRIPTION

**Name:**

**Job Title:** Administration Assistant (Attendance)

**Start date:**

**Salary Scale:** NJC Point Range: 7-11

**Contractual hours:** 37      **Weeks per year:** Term time only (38 weeks + 10 days)

**Permanent Contract**

**Hours to be worked:** Mon–Fri, 8am– 4pm (one 3:30pm finish/week in agreement with line manager)

**Lunch break:** 30 minutes (flexibility will be required)

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**Purpose of the role:**

To lead on the administration of learners' attendance and punctuality, ensuring that accurate records are maintained in line with Kepier's Attendance Policy. The role also contributes to broader administrative duties to support the operational efficiency of the school.

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### Principal Duties

#### Register and Attendance Monitoring

- Oversee and quality-assure completion of AM/PM registers, including for learners accessing Alternative Provision and attending educational visits ensuring the use of appropriate coding inline with DfE Attendance guidance.
- Ensure paper registers are available on demand, particularly in contingency scenarios.
- Liaise with Pastoral Leader (Attendance), Year Managers and Senior Leaders to resolve punctuality and register anomalies.
- Produce and maintain fire registers and manage contingency plan.
- Liaise with the Virtual School to manage and maintain timely attendance records.

#### Absence Management

- Act as a key point of contact for parental absence enquiries, ensuring procedures are followed and logged.
- Oversee the Absence Reporting system, ensuring consistency and safeguarding alignment.
- Maintain accurate records of Leave of Absence requests, ensuring appropriate documentation and system updates.
- Upload and quality-assure admission updates from parents/carers for new and prospective learners.
- Manage tracking documents in order to apply accurate and relevant coding in line with DfE

legislation and the School Attendance Policy.

- In conjunction with Attendance Lead and Year Manager, manage unexplained absences to ensure absences are accounted for in line with meeting DfE legal obligations.
- Manage welfare visit schedules and records in line with KCSIE and the School policy.

### **Admissions, Transfers & Roll Reconciliation**

- Manage roll reconciliation including partial timetables, dual registrations, adding and removing learners from the school roll in line with DfE Attendance guidance.
- Liaise with Year Managers and Senior Leaders regarding 'In-Year Admissions' and cohort transitions.
- Ensure timely upload of Year 6 Transfer Files and accurate set-up of yearly admissions (September intake).
- Produce Common Transfer Files (CTFs) for external agencies and ensure safe data handling.

### **Data Management & Reporting**

- Support the production of data returns, including census preparation in liaison with the Data Manager.
- Use SIMS and other school software to monitor, record, and evaluate attendance trends.
- Ensure accurate records are maintained at all times in order to support the Attendance Lead with the monitoring of attendance figures and the production of data reports.

### **Event & Exams Support**

- Provide assistance to the Exams Team during exam periods, including invigilation when required.
- Support break, lunch, or after-school duties as needed to maintain school operations.
- Liaise with partner Football Academies regarding attendance at day-release programmes.

### **Systems & Software**

- Use and manage attendance-linked software effectively.
- Ensure timely and accurate uploads, coding, and system updates in line with school procedures

### **Professional Development**

- Attend training as identified through performance management to develop capacity for current and future responsibilities.

### **Additional duties**

- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.
- The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.
- The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

## **Professional Values and Practices**

- To have high expectations of all learners and staff; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- To treat learners and staff consistently with respect and consideration, and being concerned with their development as learners.
- To line manage staff when required.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- To work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- To reflect upon and seek to improve personal practice.
- To work within school policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
- To recognise equal opportunities issues as they arise in the schools and respond effectively, following school policies and procedures.
- To build and maintain successful relationships with learners, parents/carers and staff.

## **Responsible to: Headteacher, Senior Leadership and Pastoral Leader (Attendance)**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

## **Safeguarding**

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.
- The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.
- The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

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- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Signed (Employee).....Date.....**