



Location: Brookfield Community School, Chatsworth Road, Chesterfield S40 3NS

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32-36

Contract: Permanent, 37 hours per week, 39 weeks per annum (Term Time only)

Responsible to: Operations Manager

Post objective: Responsible for ensuring all attendance marks for students are accurate and recorded on time. Organising day to day cover for all staff. Provide an efficient and effective attendance and administration service to the school for students and staff. Analyse and assess attendance and present figures in a clear and precise format for parents/carers, students, Governors, Senior Leadership Team, teaching staff and the Trust. Undertake first day contact for absent students.

Main Duties and Responsibilities

Attendance and Student Records:

- Responsible for maintaining school registers using SIMS attendance system, recording late arrivals, absences, medical appointments, attendance at alternative provisions and other authorities' activities.
- Providing first point of contact for parents regarding all issues relating to students' attendance in school.
- Ensure the first day action is run via text service or by phone to ensure the safety and wellbeing of the students. Deal with emotional and agitated phone calls arising from first day action in a calm and professional manner.
- Monitor all lesson registers and ensure they are all completed on time by sending reminders via online and email systems to class tutors. Report ongoing issues to the Designated Safeguarding Lead.
- Ensure the Fire report is updated and ready for printing, print and distribute when needed.
- Liaise with other school's attendance admin regarding students who are on managed moves/LAIYT, record data on student's record accordingly.
- Stay up-to-date with the Government legal guidance regarding the level of attendance and suggest resolutions or amendments to current policies to ensure the school meets them. It will be necessary to have a full understanding of the legal process and contribute towards identifying cases for possible court action or fines to be able to assist the school Attendance Officer in processing these cases.
- Ensure parents/carers and students are aware of the guidance, the school attendance policies and the school's expectations.
- Prepare, plan and produce reports as required for the Senior Leadership Team, school Attendance Officer and the Trust.
- Discuss poor attendance and suggest solutions to the problem and/or offer support to students/families.

- Process requests for holiday absence/leave of absence as required by the Education (Pupil Registration) (England) Regulations 2006. Liaise with Designated Safeguarding Lead and school Attendance Officer regarding authorisation, recording decisions and send decision letters to parents.
- Provide administrative support to the school Attendance Officer for all attendance requirements, including legal prosecution documentation.
- Keep up-to-date with legal guidelines for children in care.
- Be aware of the sensitivity of any possible welfare issues and have a sound understanding of child protection policy and highlight any student who may be of concern using discretion.
- Keep the current attendance processes and systems under review.
- Identify and suggest solutions for any issues. Recommend improvement to the Attendance Officer and the Deputy Headteacher.
- Have a detailed knowledge of the student records, attendance registers, reports and the process required to ensure all procedures are carried out effectively, identifying areas for improvement and discuss with the Attendance Officer.
- Ensure knowledge of the attendance system is thorough, to enable the post holder to provide a professional service to the school, the Local Authority, parents/carers and students with the ability to provide clear and accurate advice when sought.
- Ensure all paper records relating to attendance are archived or destroyed in line with current retention policies.

Staff Cover Responsibilities

- Organising day to day cover for teaching and operational staff
- Processing cover for trips
- Organising rooming for internal and external exams as required by the Exams Officer

General Duties and Responsibilities:

- Support general office duties as required, greeting visitors, telephone calls etc.
- Liaise with teaching staff and support staff on matters within the post holder's responsibility.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.
- Undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



BROOKFIELD COMMUNITY SCHOOL

Administration Assistant

Person Specification

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none">▪ Minimum of 5 GCSE's A*- C English and Maths or equivalent▪ Minimum of two years' experience working in an administrative role▪ Experience of working to policy and procedures▪ Organised with good attention to detail and experience of managing electronic and paper filing systems▪ Competent in the use of Microsoft Office applications▪ Understanding of safeguarding in a school context▪ Experience of working in a school or other educational setting	<ul style="list-style-type: none">▪ Experience of working with third party service providers▪ Working knowledge of the SIMS application
Skills, Abilities and Personal Qualities	<ul style="list-style-type: none">▪ Ability to prioritise tasks, manage time effectively and meet deadlines▪ Ability to cope effectively in a busy, demanding role▪ Proven ability to maintain confidentiality in all aspects of work▪ Ability to manage stakeholders and third-party service providers▪ Excellent communications skills, both oral and written▪ Able to provide a high level of customer service to stakeholders▪ Able to adapt to work alone, using own initiative and within a busy diverse team▪ Flexible approach to working hours and positive attitude to work	