



The Market Weighton School

Administration/Attendance Officer (Grade 4a)

Job Description



Job Title: Administration Officer

Reporting To: Business Manager

Overall Purpose of the Job: To provide routine admin and clerical support in the school office to all staff and visitors to the school.

Principal Accountabilities:

- To be responsible for the maintenance of accurate records of student absence/attendance.
- To contact parents by telephone, text, email on a daily basis to establish reason behind unauthorised absences.
- To act as First Aider, be part of the First Aid cover rota and record and report on first aid.
- To have excellent communication skills and be able to respond to enquiries from students, staff, parents, carers & stakeholders.
- To assist in providing efficient, confidential, administrative and clerical support to the whole school using a range of MIS systems.
- To provide support for cover, timetables and HR.
- To assist with exams administration.
- To provide a reprographics service to school staff as and when needed.
- To coordinate the administrative tasks associated with organising school trips.
- The postholder will also be expected to support other school administrative staff as necessary and during times of absence.
- Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The postholder may also be asked to provide support in other areas of the school when necessary and as appropriate to their role.

General Information:

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.