



# Maplefields Academy

A Specialist Social, Emotional & Mental Health Academy

## JOB DESCRIPTION

### ADMIN SUPPORT/ATTENDANCE OFFICER

**Post:** Administrative Officer

**Grade:** F

**Point:** 6 £25,989 FTE (Actual Salary £22,254)

**Weeks Per Year:** 38 weeks per year plus 5 teacher training days

**Responsible to:** PA/Office Manager/Headteacher/Deputy Head/Senior Leadership Team

**Hours per Week:** 37 hours per week (8.30 to 4.30 Monday to Thursday and 8.30 to 4.00pm Friday)

#### Main Purpose

The purpose of this role is to provide high quality administrative support for the school leaders and teaching staff. The role will include daily recording and monitoring of student attendance, contacting families where a child is absent from school and managing the system of reporting attendance information to families and other agencies. Providing pupil data as required. Administrative support to the SENCO.

#### Duties and Responsibilities

##### Attendance/Administration

- To be responsible for providing administrative support as part of the admin team.
- To record and check the daily attendance of students, recording all absences correctly.
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed.
- Monitor and issue letters regarding non-attendance as per the Academies Attendance Policy/Procedures.
- Ensure all referrals to the Educational Inclusion Team for non-attendance are actioned as per the Schools Attendance Policy/Procedures and in liaison with the attendance lead.
- To prepare analysis of attendance data and evaluative reports for the Leadership Team and Trustees.
- Answering telephone calls and dealing with visitors as required. Ensure that the reception area is presented to visitors in a positive manner.
- Provide general wellbeing support to pupils as required, contacting parents/carers as necessary when requested by a member of the senior leadership team.
- To provide secretarial and administrative support-to the Leadership Team/SENCO. These duties to include letters and associated documents; arranging meeting dates and all administrative tasks associated with pre-admissions, attendance and other meetings.
- To record and track all new starters and leavers, ensuring all pupils records are received and sent.
- To assist the school administrative support in preparing and producing school documentation to include newsletters, attendance leaflet etc. and any other adhoc duties.
- To manage the student files so that they are fit for purpose.
- Manage the provision of Free School Meals.



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- › Ordering of stationary.
- › As required assist the School Administrative Support with general office duties to include the logging of school post, ensuring it is mailed, receiving and replying to emails and messages.
- › Exam Assistance – to assist the school exam officer as required
- › Data – To collate and produce reports on pupil data; Gold and silver days, Attendance, Pupil Premium etc for members of the SLT and submit all statutory CENSUS returns accurately and within the stipulated timescales.

## Other areas of responsibility

- › First Aid – training will be provided.
- › Read and follow the relevant school policies.
- › Undertake training required to develop in the role.
- › Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy.
- › Contribute to the safety of children and young people and protect them from harm.

## Security

- › Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- › Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.
- › Data Protection/GDPR - ensure all information is dealt and handled accurately and accordingly in line with schools policies.