



JOB DESCRIPTION

Job Title: Administrative Assistant - Attendance
Grade: B1 SCP 4-6
Reporting to: Attendance and Welfare Lead

Job Purpose:

To work as part of the Administrative Team under the direction of the Attendance Leader to provide support to the Attendance Improvement Officers.

Responsibilities:

- Ensure all registers are completed and no missing marks or unexplained absences remain.
- Email staff who have not completed their registers and any repeated non completion of registers is referred to the line manager.
- Follow Academy Policy of 'first day contact' within the Academy.
- Ensure all unexplained absences are accounted for or send letters requesting an explanation.
- Input timely information i.e. examinations, music trips, sporting events, absence reports etc. and to keep the AIOs, HOYs and other staff updated.
- Help monitor the attendance of vulnerable students.
- Administer fixed penalty notices as directed by the Attendance Officers and Assistant Principal.
- Support with the completion of manual registers when required.
- Send out letters as required, in support of Academy policies on Attendance.
- On-going monitoring of attendance data, identifying students who require support.
- To provide administrative support to the Attendance Officers in the production of documents pertaining to all aspects of attendance including reports and bulletins.
- Maintain attendance boards around the Academy.
- Promote attendance rewards with key responsibility for organising resources for the 100% club.
- Support Attendance Improvement Officers with home visits.
- Service Attendance meeting and other meetings as required.
- Communicate effectively with both colleagues and parents / carers via written communication and on the telephone.
- Use IT applications and databases effectively to deliver administrative tasks.
- Work within, and to support Academy policies and procedures including adherence to our dress code to ensure a professional representation of the Academy at all times.
- Form positive professional working relationships with colleagues throughout the school.
- Deal appropriately with students when the occasion arises.
- On occasions to undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines and to support school events.
- Perform other relevant tasks as directed by senior leaders and the Principal.

Key Skills:

- To use good interpersonal skills to work effectively with staff and leaders.
- To work to deadlines and to encourage others to do so.
- To prioritise workloads and be proactive in using your initiative.
- Good telephone manner with parents / carers and other outside agencies.

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- Proficient in Microsoft Office applications and SIMs.
- Have a good working knowledge of Excel and Word.
- To ensure confidentiality is maintained at all times.
- Proven ability to communicate effectively with children, parents / carers and partners working in partnership at all times.
- A commitment to early intervention as a means of making a positive difference to the lives of young children.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch and PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification Administrative Assistant – Attendance

Criteria	Essential/ Desirable
Qualifications	
<ul style="list-style-type: none"> GCSE C / 9 and above (or equivalent) in English. 	E
<ul style="list-style-type: none"> Admin NVQ qualification 	D
Knowledge and Skills	
<ul style="list-style-type: none"> Good communication and interpersonal skills 	E
<ul style="list-style-type: none"> Good numeracy, literacy and ICT skills 	E
<ul style="list-style-type: none"> Able to work on own initiative 	E
<ul style="list-style-type: none"> Good organisational skills 	E
<ul style="list-style-type: none"> Good time management skills, including the ability to work to deadlines 	E
<ul style="list-style-type: none"> Proficient in Microsoft Office applications, especially Word and Excel 	E
<ul style="list-style-type: none"> Good communication skills 	E
<ul style="list-style-type: none"> A sense of responsibility and confidentiality 	E
<ul style="list-style-type: none"> Good team member 	E
<ul style="list-style-type: none"> Ability to work well under pressure and use your own initiative 	E
<ul style="list-style-type: none"> Sense of humour 	E
<ul style="list-style-type: none"> Positive and encouraging 	E
<ul style="list-style-type: none"> Smart appearance 	E
<ul style="list-style-type: none"> Co-operative, willing, reliable and trustworthy 	E
<ul style="list-style-type: none"> Friendly, calm and unruffled disposition 	E
<ul style="list-style-type: none"> Some basic knowledge and understanding of the school system 	D
Experience	
<ul style="list-style-type: none"> Experience of working in an office environment 	E
<ul style="list-style-type: none"> Experience of working in a school environment or of working with young people 	D
Continuous Professional Development	
<ul style="list-style-type: none"> Evidence of commitment to Continuing Professional Development 	E
Other Conditions	
<ul style="list-style-type: none"> Enhanced DBS Clearance 	E

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