



Henleaze Junior School – Job Description and Person Specification

Post title:	Administrator & Attendance Officer
Salary:	BG7, scale points 8 to 11
Hours/week:	37hrs a week, term time only plus 5 in-service days, 8am to 4:15
Managed by:	School Business Manager

JOB PURPOSE:

Provides administrative support for the completion of effective support services in the running of the school. Provides point of contact for parents and visitors, ensuring information flows are effective. Monitors and administrates pupil attendance.

DUTIES & RESPONSIBILITIES:

Reception desk:

- Meet and greet
- Answer school phone and respond to queries
- Open and distribute post
- Deliver messages to staff
- Deliver items around school as required– late delivery of pack lunches, school uniform, clothes for children etc
- Collection of cash, cheques, consent forms

School Administration:

- Manage school information, communications and payments systems and databases – daily lunch registers, registering cheque/cash payments, chase debt, liaise with systems helpdesks where problems arise, provide basic support to parents to access payment system.
- Distribute attendance register (morning & afternoon)
- Produce and maintain staff/ SMSA/ pupil/ visitor sign in/ out books; track staff and pupils through sign in/ out register
- Awareness of diaries of and arranging meetings where requested by Head, Deputy Head, SBM
- Editing and sending out either electronically, hard copy or by google form as appropriate:
- general communication letters to parents
- weekly and ad-hoc newsletters and communications to parents, publishing newsletters on website
- trips/ camps/ events/ music/ sports communication letters to parents
- business letters from Head, Deputy Head, SBM & SENCo
- SEN letters to parents

Attendance Administration:

- Monitor daily attendance at school front desk; be first point of contact with parents/ carers reminding of importance to be on time
- Report unexplained absences to Safeguarding Leads daily



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- Administrate absence request forms; be first point of contact with parents/ carers to explain absence policy and procedures; monitor and collate absence requests; meet with Headteacher to analyse requests and communicate with parents as directed.
- Collation of attendance data once a term in a report for the Headteacher

Other duties:

- First aider
- Administrate first aid process – filing incidents, reporting serious incidents to parents, managing database of incident numbers, and termly first aid report for Governors.

SUPPORT FOR THE SCHOOL:

- Be aware of and support school policies and procedures, promoting safe working practice and safeguarding.
- Promote the school's values
- Attend appropriate training days/events as requested
- Have a sense of humour, be flexible but consistent in approach, be reliable and patient, and exhibit a calm professional manner at all times Have good interpersonal skills and the ability to work in a team and form excellent working relationships with pupils, staff and parents
- Agree to sign up to the employee Code of Conduct including E safety guidance.
- Follow all protocols of data protection and confidentiality whilst sharing the monitoring findings, concerns and relevant information with key staff as appropriate
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This job description sets out the key outcomes required, it does not provide specific details about duties/ activities. It is not exhaustive – there may be other tasks required to be undertaken to support the day to day life of our school.

SKILLS

- Computer literate
- Good use of Word, Excel, Outlook
- Experience working on electronic packages – SIMS, School Comms

ATTRIBUTES

- 'People person', approachable, warm, welcoming, patient, sense of humour, courteous, organised, dedicated to working in a school environment.

	Essential	Desirable
Education and Qualifications		
<ul style="list-style-type: none"> • GCSE in English and Mathematics at grade C or above 	✓	

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Experience		
<ul style="list-style-type: none"> NVQ Level 3 or equivalent in Business/School administration and/or equivalent experience of a minimum of 2 years. 	✓	
<ul style="list-style-type: none"> Use of relevant ICT software packages to support learning and complete administration/reports including ICT spreadsheets, word-processing, e-mail 	✓	
<ul style="list-style-type: none"> Good working knowledge of SIMS or similar management information software 	✓	
<ul style="list-style-type: none"> Language Skills: Higher level of fluency. Able to ask complex questions to understand needs and be able to advise on the necessary actions to be taken and the information that must be captured accurately. 	✓	
Knowledge and Skills		
<ul style="list-style-type: none"> Ability to interact positively and productively with students and staff 	✓	
<ul style="list-style-type: none"> Adept at working independently and as part of a team 	✓	
<ul style="list-style-type: none"> To have a good working knowledge of SIMS or similar management information software 	✓	
<ul style="list-style-type: none"> Knowledge of school administration systems. 		✓
<ul style="list-style-type: none"> To be able to demonstrate proficient ICT skills 	✓	
<ul style="list-style-type: none"> To be able to use initiative and problem solving skills 	✓	
<ul style="list-style-type: none"> Communicate effectively with pupils, parents and other colleagues 	✓	
<ul style="list-style-type: none"> Ability to cope with changing and challenging priorities with excellent organisational and time management skills. 	✓	
<ul style="list-style-type: none"> Ability to use spoken and written communication skills to ensure that contacts, who may be unfamiliar with the education system, may be enabled to understand the situation which needs resolution and organise complex material and appointments. 	✓	
<ul style="list-style-type: none"> Organise and develop effective systems 	✓	
<ul style="list-style-type: none"> To be able to monitor and evaluate procedures effectively 	✓	
<ul style="list-style-type: none"> Work to high levels of accuracy 	✓	
Other		
<ul style="list-style-type: none"> First aid certificate 		✓
<ul style="list-style-type: none"> Is committed, resilient, reliable and resourceful 	✓	
<ul style="list-style-type: none"> Demonstrate fairness, honesty and integrity in your existing practice and conduct as a professional 	✓	
<ul style="list-style-type: none"> Willingness to participate in further training and CPD 	✓	
<ul style="list-style-type: none"> able to understand and be committed to equal opportunities for all members of the school community 	✓	
<ul style="list-style-type: none"> Henleaze Junior School expects all employees to uphold the duty to safeguard and promote the welfare of learners 	✓	