

# Job Description

<b>Job title:</b>	<b>Administrator with Attendance &amp; Data</b>
<b>School:</b>	<b>Warwick Academy</b>
<b>Responsible to</b>	<b>Office Manager &amp; Head of School</b>
<b>Location:</b>	<b>Dulley Avenue, Wellingborough NN8 2PS</b>
<b>Salary:</b>	<b>Grade E, scale points 4 - 5</b>
<b>Contract type:</b>	<b>Permanent</b>

## Core duties

The administration team provides the first point of contact for staff, pupils, families and visitors to the school.

Reporting directly to the Office Manager the administrator (including attendance and data) is responsible for undertaking administrative and organisational processes as required, ensuring all administrative aspects of the schools run efficiently through effective working practices.

Administrators are expected to contribute significantly to the continuous improvement of the school's services. This will include:

- The promotion of the school's aims, objectives and ethos
- Ensuring specific day- to - day functions of the schools run smoothly
- Establishing good working relationships with all stakeholders and external agencies

## Main duties

### Organisation

- Be customer facing dealing with complex reception/visitor/telephone matters
- Contribute to the planning, development and organisation of support service
- systems/procedures/policies.
- Assisting the organisation of school trips/events etc in cooperation with other staff. Ensure
- that staff and external providers (e.g. coach companies) have completed all associated risk
- assessments.

### Administration (including attendance and data)

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake word-processing and other IT based tasks
- Use the school's database, to prepare and maintain attendance registers and records as required;
- Seek reasons for unexplained pupil absence, process attendance data and pupil returns as required;

- Provide personal, administrative and organisational support to other staff.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g DfES.
- Oversee the organisation and management of procedures relating to admissions ensuring both
- the School's and the Council's criteria are adhered to correctly;
- Oversee the administration of exclusions
- Manage induction procedures for new children e.g. tours of the school as required, meetings for new parents;

### **Resources**

- Operate relevant equipment and ICT packages (e.g. word, excel, databases, SIMs, email, spreadsheets, Internet)
- Order, monitor and manage stock using established school systems.
- Assist with procurement and sponsorship
- Provide informal assistance to staff, pupils and others.
- Assist with marketing and promotion of the school

### **Responsibilities**

- Comply with and assist with the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Undertake such other duties that correspond to being a member of the administrative team, including attending meetings, supporting school, public and community cohesion events.
- Participate in Quality Assurance procedures
- Participate in training and other learning activities and performance development as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.

### **Attitudes and Personal Attributes:**

- Commitment to the School's Equal Opportunities, Safeguarding & Health & Safety policies.
- Commitment to undertake further training.
- Respect for the need for confidentiality.
- Good organisational skills.
- Good communication skills.
- An ability to prioritise one's own workload.
- An ability to work to a high degree of accuracy.
- An ability to work to deadlines and targets.
- Ability to work as a member of a team.
- Ability to deal sensitively with children, parents, visitors and other stakeholders.

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This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.