Administrative Assistant – Attendance and Safeguarding

JOB TITLE	Administrative Support Assistant – Attendance and Safeguarding
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The St Leonard's Academy
SALARY AND HOURS	East Sussex Single Status Grade 5 37 hours per week / Term Time Only
RESPONSIBLE TO	Associate Safeguarding Lead/Social and Inclusion Manager (depending on area of focus)
RESPONSIBLE FOR	Administrative and support in the area of Safeguarding and Attendance
MAIN PURPOSE OF THE JOB	• To keep safeguarding records up to date and accurate • To administer the Academy's attendance system and follow up absences in line with academy guidelines • To promote attendance, liaise with teaching staff and local authority officers and complete statistical information

MAIN TASKS / KEY RESPONSIBILITIES

1	To use school information management system (SIMS) to track and register attendance of students
2	To use CPOMS and paper records to keep the Academy's safeguarding systems running smoothly and effectively.
3	To oversee the effective administration of attendance in the Academy by carrying out the following: To monitor the students absence phone line, record absences daily and generate KKS text messages for absence. To communicate effectively with parents/carers and staff. To produce unexplained absence letters and filing To communicate effectively with staff when making initial enquiries of parents/carers of students who are not attending regularly, express our concern and clarify the Academy's expectations with regard to regular Academy attendance. Follow up all unexplained absences To monitor late arrivals and enter late-comers on the register To produce letters to parents requesting medical evidence for future absences To monitor persistent absence and identify any students falling into this category to SSM's and key Attendance staff

	To use own initiative by investigating patterns of absence and missing or incomplete data
	To promote attendance around the Academy via notice boards and ICT screens.
	In cases of trips and examinations ensure registers are accurately recorded.
4	To produce a daily list of missing registers and contact those teachers responsible
5	To meet regularly with line manager to agree priority students requiring monitoring
6	To maintain a list of students on alternative or offsite provision and update registers accordingly
7	To process and action holiday requests as required
8	To complete referrals for agency support (ESBAS)
9	To send target setting letters when appropriate
10	To support in the processing of admission paperwork
11	To carry out basic administrative duties as directed by the line manager
12	Provide registration certificates for LAC / EAL / vulnerable students for ESCC

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

1.1   A good standard of education particularly in English and Mathematics

KNOWLEDGE AND EXPERIENCE

2.1   A basic knowledge of the work of a school
2.2   Experience of undertaking a range of clerical duties
2.3   Experience of, or willingness to learn, a range of computer applications
2.4   Basic knowledge of school attendance systems and processes

KEY SKILLS AND ABILITIES

3.1   Ability to work in an organised and methodical manner
3.2   Ability to convey information clearly and accurately
3.3   Ability to maintain efficient record keeping systems
3.4   Ability to produce accurate and up-to-date records and reports as required
3.5   Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc
3.6   Ability to take personal responsibility for organising day to day targets
3.7   Ability to demonstrate basic keyboard skills for accurate computer input and retrieval
3.8   Ability to work effectively as part of a team
3.9   Ability to work in a discreet and sensitive manner

PERSONAL ATTRIBUTES

4.1   Ability to demonstrate commitment to Equal Opportunities
4.2   Willingness to participate in further training and development opportunities offered by the Academy, to further knowledge

DESIRABLE CRITERIA

KNOWLEDGE AND EXPERIENCE

5.1   Previous experience of attendance work

JE11351