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 **Co-op Academy Manchester**

**Job Description**

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| **Post Title** | **Admissions & Attendance Officer**  |
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| **Purpose** | **The primary purpose of this role is to be the admissions officer for the academy, facilitating in-year admissions into and out of the academy. The post sits within the attendance team and as capacity allows, the postholder will contribute to the wider work of the attendance team as included in this job description.*** **To organise, administer and facilitate in-year admissions to the academy**
* **To support in-year admissions for academy students who are directed to alternative provision**
* To support in improving school attendance by ensuring the systems and process are running smoothly.
* To provide clerical assistance and support in relation to school admissions and attendance,
* To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
* To support the Attendance Manager by following up telephone calls making contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students. Challenging all absences. To support the Attendance Manager in facilitating their return or access to regular full time education provision.
* To establish and develop a professional service to support the academy in raising attendance, investigating persistent absences and improving punctuality.
* To support setting up and provide EdClass when students are unable to attend school due to illness or other reasons. Ensure all records are updated on the monitoring excel sheet, and the laptops and dongles are all recorded on the boards.

**It should be noted that this is a new post and it is expected that the job description will evolve as both the role and the post holder develops.**  |
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| **Reporting to** | Attendance Manager |
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| **Liaising with** | Leadership Team, Pastoral Team, Attendance Team, Curriculum Support Officer, Parents, Manchester City Council Admissions, Other partner education providers |
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| **Working Time** | 35 hours per week. **Term time only plus 10 days** |
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| **Salary/Grade** | GRADE 5, SCP 13 – 19*Full year equivalent £22,021 to £24,799**Actual pro rata £19,343 to £21,783* |
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| **Disclosure Level** | Enhanced |
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| **MAIN (CORE) DUTIES (exact nature of responsibilities to be commensurate with grade)** |
| **Admissions*** Coordination of in-year admissions meetings and associated paperwork
* Liaising with LPSOs and Senior Staff as needed to facilitate in-year admissions
* Keeping accurate records of the in-year admissions process
* Liaising with Heads of Subject in advance of admissions to identify classes / sets
* Liaising with the Curriculum Support Officer to enable timetables to be set up
* Liaising with off-site providers and other partners to facilitate managed ‘move students’ and those directed to work at alternative provision
* Liaising with the EAL team to support the admissions process for international new arrivals
* Liaising with Manchester City Council Admissions to process admissions and update waiting lists etc.
* Liaising with pastoral, safeguarding, child protection colleagues as part of the admissions process as required
* Liaising with other schools as part of the admissions process in order to obtain information

**As capacity allows, to support with the following :*** Ensuring all registers are completed at the allocated time, If registers are not taken then to chase up the member of staff involved to ensure the register is taken, Ensuring at the end of each day there ae no missing marks and all registers are completed correctly.
* Where needed input paper registers on to the SIMS system.
* Chase up students who are missing from the register liaising with the LPSO to ensure the students whereabouts.
* To establish the reasons for non-attendance, making contact with families in response to allocated referrals i.e. home visits and/or meetings in school.
* To follow School Policy of ‘first day contact’ within the school and when directed make follow up calls on targeted pupils, challenging all absences.
* Entering calls and information on to the Simms System. Check the PS Engage in box for attendance messages and put responses on the system.
* To ensure all unexplained absences are accounted for or where directed send letters requesting an explanation.
* To undertake and lead on home visits as designated by the Attendance Manager. Speaking to families and students about attendance.
* To be fully aware of and carry out all work in line with Child Protection Procedures.
* To print off the official registers and filing away on a regular basis once all codes have been checked.
* To keep clear and concise records of all attendance meetings for Attendance Manager.
* To use IT systems to produce reports, often to tight timescales, using word processing and record information.
* To manage and prioritise your own workload in line with service requirements.
* To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
* To liaise with LPSO, arrange meetings with parents where attendance is a concern, record & log all meetings.
* To identify and place students on EdClass as required, to record on the Edclass monitoring system, keep a track of the resources, IE laptops, dongles etc .
* To ensure that all EdClass resources have been returned and are accounted for (where needed, to collect resources)
* To liaise with ICT department and ensure that all laptops and resources are fully functional and working.
* To identify and issue Penalty Notice warning letters to parents where appropriate. Monitoring over a set period of time and complete paper work were required to request statutory action.
* To issue warning letters in response to when Holiday / Leave has been requested in term time follow up with PNW warning,
* To complete and make the relevant checks for students who require a CME referral, ensuring accurate checks and filing of all information. If needed home visit to take place.
* To complete paperwork for EHE and ensure parents are aware of their responsibility, make the relevant checks ensuring accurate filing and contacting relevant agencies with all information. Ensure all documents are filed and updates logged on the system.
* To chase up the attendance of students who are on managed moves and off site provisions weekly filing of registers.
* Run the weekly data & PA figures look at attendance patterns and evaluate data, print off and file for Attendance Manager.
* To look at new strategies to engage parents and students to improve attendance , through coordinating parent hubs / coffee mornings, Attendance Blitz where possible liaising with members of the pastoral team / outside agencies
* To work alongside and support the Attendance Manager in all aspects of attendance intervention and EdClass.
* The post holder must be prepared to work as part of the team and be willing to have a flexible approach to working and sharing of duties as well as having the confidence to work unsupervised.
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| **General requirements** | * A willingness to work in a flexible way in accordance with the needs of the schools. With a good sense of humour.
* Adaptable, imaginative, creative and flexible in approach to the work.
* Self-motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training.
* Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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| **Safeguarding** | * “Co-o Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.
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| **Additional Duties** | * To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
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| **Other Specific Duties** |
| * To continue personal development as agreed.
* To engage actively in the performance review process.
* Undertake other duties, commensurate with the status of this post, as may become necessary and as discussed and agreed with the post-holder.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
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| This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |

**Health & Safety Responsibilities**

All employees have the responsibility:

1. To comply with safety rules and procedure laid down in their area of activity
2. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
3. To use protective clothing or equipment as may be provided
4. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
5. To co-operate with the Principal in the fulfilment of the objectives of the Academy’s Health and Safety policies

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POST HOLDER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_