



## Job Description

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| <b>Job Title</b>        | <b>Admissions &amp; Attendance Administrator</b>  |
| <b>Pay scale</b>        | <b>Scale 5 (Newham)</b>   |
| <b>Responsible to</b>   | <b>Head Teacher/School Operations Manager</b>   |
| <b>Location</b>         | <b>Drew Primary</b>   |
| <b>Purpose</b>          | <p>To assist the Head Teacher with the administration and smooth running of the school, including the maintenance of pupil's records, supporting the coordination of the admissions process, supporting positive educational and personal outcomes for children by promoting good whole school attendance and by raising the awareness of the importance of good attendance throughout the school community,</p> <p>To assist the Safeguarding Lead with the administration and the maintenance of pupil's records.</p>   |
| <b>Job context</b>      | <p>Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.</p>  |
| <b>Responsibilities</b> | <p><b><u>Attendance</u></b></p> <ul style="list-style-type: none"><li>● To efficiently and effectively lead the implementation of the school's attendance policy through:<ul style="list-style-type: none"><li>● Maintaining the attendance tracking spreadsheet, accurately recording the actions taken in line with the policy.</li><li>● Taking the necessary actions to ensure that parents/carers of children progress in a timely manner through the 5 levels of the attendance policy as required by that policy. That includes pursuing non-attendance by telephone, in writing, in meetings and by carrying out home visits.</li></ul></li><li>● Liaise with staff, pupils, parents and external agencies in order to provide the accurate recording of data relating to pupil attendance and punctuality.</li><li>● Make daily checks/printouts of registers, complete daily attendance sheets.</li><li>● Report communicable diseases from first day absence information.</li><li>● Mark registers when students are late and enter the results into Arbor.</li><li>● Retrieve and analyse pupil data and attendance information from Arbor.</li><li>● Prepare regular updates and reports for the senior leadership team and governors including assistance with the analysis and presentation of data.</li><li>● Provide administrative support for the implementation of actions to improve attendance.</li><li>● Attend attendance, PA, punctuality, analysis meetings with the Inclusion team and/or Safeguarding Lead/Headteacher</li><li>● Keep other stakeholders (e.g. year group leaders, teachers) informed of key attendance data and seek their assistance as required.</li></ul> |



- Promote the importance of good attendance throughout the whole school community.
- To help minimise lateness by having a physical presence at the school gates or school reception and liaising directly with parents/guardians to identify the reason for lateness.
- Follow up lateness with parents where there is a pattern of lateness.
- To liaise with the educational welfare officer regarding absence and any concerns regarding pupils.
- Generate termly attendance awards for those pupils with 100% attendance.
- Develop and implement strategy with the support of colleagues to raise the importance of good attendance with the whole school community.
- Respond to holiday requests accordingly, sending decision letter and generating paperwork for penalty notices in line with policy.
- Generate documents for CMEs and send to pupil services.
- Liaise with previous and/or receiving school regarding attendance issues.
- Ensure documentation is available to LBN in relation to court proceedings and attend meetings/court hearings as and when required.

### **Admissions**

- Managing filling school vacancies in line with the borough's admissions policy and the school's procedures.
- To take the lead on the administration of admission meetings, including booking interpreters, drafting and sending letters, confirming attendance.
- To be responsible for drafting and sending offer letters to parents/guardians and confirming places.
- To manage the weekly arrangements for allocating child places including submitting weekly vacancy reports to Pupil Services.
- Liaison with pupil services re: withdrawals, this includes following up the withdrawal with other schools to confirm attendance.
- Managing the weekly withdrawal procedures in line with the borough's admissions policy.
- To book meetings for prospective parents.
- To produce the School Census report and submit the return on the DFE website. This includes liaison with other schools, pupil services and other LAs to ensure correct record management.
- To effectively liaise with the Head Teacher, School Operations Manager and Senior Leadership Team concerning priorities, deadlines, policies and procedures.
- To liaise effectively with other schools, outside agencies, schools Attendance Officer and other members of staff on pupil data related matters.
- To produce information returns, lists and reports generated from Arbor and other applications as required.
- To ensure compliance with statutory returns, student transfer information for the LA and DFE.
- To be responsible for processing, requesting and sending CTF files to designated schools. This includes the bulk CTFs for Reception & Year 6 leavers.
- To request information, such as statutory assessment data and safeguarding records, from a child's previous school.
- To work on behalf of the trust in developing effective practices around admissions.



- To develop administrative systems that respond to the changing needs of the school.
- To attend and feedback any admissions issues at admin meetings attended by the School Operations Manager.
- To set up new year diary on MIS.
- To liaise with SLT and assign pupils to new classes.
- To complete end of year and beginning of year processes on MIS.

### **Free School Meals**

- To be responsible for ensuring all new parents have completed a FSM form to help maximise the schools income and supporting families in completing the online form.

### **Other Responsibilities**

- To liaise effectively with LA central staff, outside agencies, individuals and schools for the benefit of pupils.
- To ensure the availability of 'welcome booklets/induction packs' explaining the main protocols of the school in the main languages of joiners.
- To establish and maintain a database of the range of support available to pupils.
- To undertake administration related to the tasks above including maintaining appropriate IT and paper records and producing analysis.
- To support the production and distribution of statutory reporting to parents.
- To attend appropriate professional development which enables the post-holder to effectively meet the particular needs of pupils.
- Administration of clubs.
- To take on additional administrative responsibilities as required, for example due to staff absence or increased demand.
- To undertake such other duties that may reasonably be required from time to time.

### **General responsibilities**

All employees are expected to

- Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Undertake any training commensurate with the post.
- To be tactful and have respect for the need for confidentiality to all concerned including members of staff and parents.
- To be flexible to the needs of the school as determined by the Head Teacher.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.



**Person Specification**

| Attributes                                     | Expectation  | Essential   | Desirable         | Evidence  |
|--|--|---|-------------------|---|
| <b>Qualifications</b>                          | <p>A good standard of literacy and IT skills.</p> <p>Good standard of education ( 5 A*-C grades at GCSE including English, Maths or NVQ equivalent)</p>  | ✓   |                   | Application form/<br>Interview/<br>Certificate/<br>Test |
| <b>Professional Experience and Knowledge</b>   | <p>Experience of working in a busy office setting preferably in a school.</p> <p>Experience of using MS Office suite and google applications. (Arbor is an advantage)</p> <p>Experience of prioritising workloads in a busy office environment, successfully meeting tight deadlines.</p> <p>Understanding of issues relating to health and safety in a school environment.</p>  | ✓   | <p>✓</p> <p>✓</p> | Application form/<br>Interview                          |
| <b>Personal aptitude, qualities and skills</b> | <p>Ability to communicate information clearly, tactfully, face to face by phone and in writing</p> <p>Able to apply time management and planning</p> <p>Acts with integrity, honesty and fairness</p> <p>Demonstrates a problem solving approach to all areas of work</p> <p>Ability to show a flexible and adaptable attitude to work</p> <p>Ability to communicate effectively with colleagues, local authority, suppliers, and other stakeholders</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |                   | Application form/<br>Interview                          |