

## Job Description – Admissions & Attendance Officer

**1. DESCRIPTION: Wexham Court Primary School**

**1.1 Post Title: Admissions & Attendance Officer**

### **1.2 MAIN PURPOSE OF JOB**

**To raise levels of attendance in school and coordinate pupil admissions for the school.**

### **1.3 MAIN ACCOUNTABILITIES**

#### **Attendance**

- a. Maintain an accurate administrative systems and procedures in order to support the school in informing managers in relation to attendance.
- b. Ensure the accuracy of the data through input and retrieval of information electronically (e.g., attendance, punctuality and accuracy of registers).
- c. Produce registers and monitors leave of absence, liaising with Attendance Officers.
- d. Present graphs and charts for attendance analysis using SIMS data.
- e. Maintain the pupil attendance tracking system.
- f. Produce attendance reports for distribution to parents.
- g. Complete any LA related assessment reports and returns to laid down deadlines.
- h. Be committed to learn new skills and CPD. Advises other staff on the creation of new SIMS reports.

#### **Admissions**

- a. Ensure effective operational functions within the school office including providing cover for absent colleagues.
- b. Be responsible for confidential administrative tasks.
- c. Ensure regular communications regarding admissions between school and parents are forthcoming and informative.
- d. Regularly update information on the school's database including academic information and changes to personal information.
- e. Undertake administrative work for teaching staff where necessary.
- f. Attend meetings.
- g. Delegate duties to appropriate staff.
- h. Be committed to learn new skills and CPD.

#### **Other**

- a. To perform any other duties which reasonably fall within the responsibility area of the post, which may be allocated by the Head Teacher after consultation with the post holder
- b. During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the school or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.
- c. During the course of your employment
- d. you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

e. In accordance with the school's commitment to comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are directed by the Head Teacher, commensurate with the grade of the post.

### Person Specification – Admissions & Attendance Officer

Competency		Attributes – Child Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills	Essential/Desirable
<b>Experience &amp; Knowledge</b>	1.1	Office/Admin experience of minimum 3 years.	Essential
	1.2	Use of SIMs system.	Essential
	1.3	Ability to input data accurately and in a timely manner.	Essential
	1.4	Knowledge of child protection procedures.	Essential
	1.5	Experience of working in school environment.	Desirable
	1.6	Knowledge of school census.	Desirable
	1.7	Knowledge of school's admissions criteria.	Desirable
	1.8	Knowledge of school's/LA attendance procedures.	Desirable
	1.9	Ability to lead others.	Desirable
<b>Skills/ Abilities</b>	2.1	ICT skills to include good maintenance skills especially information retrieval.	Essential
	2.2	Good verbal and written communication skills.	Essential
	2.3	Ability to analyse data and advise on results.	Essential
	2.4	Ability to work on own initiative.	Essential
	2.5	Ability to work to a deadline.	Essential
	2.6	Liaising with external companies/agencies.	Essential
	2.7	Writing reports to management	Essential
<b>Qualification</b>	4.1	GCSE – Level C in English and Maths, or equivalent.	Essential
	4.2	SIMs or similar package.	Essential
	4.3	ICT based qualification or willingness to work towards.	Desirable
	4.4	Willing to undertake continuing professional development training.	Essential
		The school is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers to share this commitment. Safeguarding training and qualifications are compulsory for all teaching staff.	

