

## **Job Description – Alternative Provision Administrator**

**Post title:** Alternative Provision Administrator

**Salary:** Scale 4, Pt 7-11 £20,444 to £22,129 FTE

**Actual salary:** £11459.90 pro rata (based on 25 hours worked, 38 weeks per year and includes holiday pay)  
Actual hours subject to discussion and agreement.

**Responsible to:** Assistant Principal (Alternative Provision)

### **JOB PURPOSE**

Working under the direction of the Assistant Principal (Alternative Provision) the post holder will:

- ensure that an efficient, effective and professional first point of contact service is provided to all visitors, staff and students both face-to-face and or by telephone.
- be responsible for and provide efficient and effective administrative support to the Alternative Provision team.
- develop and improve administrative systems for Alternative Provision.

### **SPECIFIC RESPONSIBILITIES**

- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised and deadlines are met.
- Assist in the organisation and be responsible for the administration relating to admissions and exclusions ensuring all documentation is received or sent in line with statutory and local procedures.
- Provide support to the Alternative Provision Team including minuting meetings as requested.
- Provide a comprehensive reception service, including greeting visitors to the provision and ensuring relevant safeguarding checks are made, including receiving parents and students, dealing with general enquiries face to face or by telephone; taking messages or referring matters to the appropriate person;
- Assist with student welfare duties, liaising with parents/carers and relevant staff, dealing with complex students matters;
- Coordinate assessments and liaising with the home school and Learning Support Team regarding exam access arrangements.
- Manage and maintain student timetables, ensuring they are accurate and communicated to the home and host schools.
- Responsible for logging all data on relevant software packages and office applications including attendance, behaviour and assessment data.
- Responsible for ensuring all data is reported to all home schools, including attendance, behaviour, and assessment data on a timely basis.
- Communicate regularly with students' home schools.
- Create meaningful and accurate reports on student behaviour on a termly and annual basis.
- Contribute to the schools strategies to promote the regular and punctual attendance of all students and assist with the implementation of these strategies.
- Responsible for ensuring first response to absence, contacting home on a daily basis to establish reason for absence establish the reason for non-attendance and refer to relevant staff within specified timescales, ensuring records are accurate and well recorded.
- Booking rooms for visitors, staff and internal meetings.

- Manage procurement needs in liaison with the Trust Procurement Manager.
- Ensure triggered communications relating to attendance and punctuality are issued accurately and timely.
- To use IT systems and databases to monitor attendance, produce regular reports often to tight timescales, using excel and word processing and record information including statistical data, providing reports to senior managers and the Trust.