



# The LETTA Trust

## Apprentice Admin L3 - Inclusion and Attendance

### Job Description

**Salary grade:** £7.69 per hour - £10.42 per hour

**Hours:** 35 hours per week all year round

**Contract type:** Temporary - Fixed term

**Responsible to:** Parental Engagement Officer

The Apprentice Admin L3 - Inclusion and Attendance will support in identifying and addressing the needs of children and families who need help to overcome barriers to learning.

The Apprentice Admin L3 - Inclusion and Attendance is also responsible for supporting the Parental Engagement Officer to monitor attendance throughout the school to agreed annual targets, meeting all statutory and legal requirements.

#### **Duties and responsibilities - Inclusion**

- To provide a warm, welcoming first point of contact for parents and visitors, representing the school at all times with good humour and a smile
- To provide high quality, administrative support to the inclusion team, including the SENCO
- To liaise with appropriate outside agencies to support identified children and families, following advice given.
- To support and assist families with completing applications for housing/benefits or as required
- Carry out home visits with members of the inclusion team
- Attend relevant training to support and develop in the role
- To accompany children and parents on visits if necessary - e.g. to the doctors or to visit a school.
- To support in organising, facilitating and evaluating a range of parenting classes/workshops/sessions to support parenting, wellbeing and further education.
- Support in planning and coordinating whole school events
- To support the Inclusion team with other tasks where appropriate
- To motivate and work positively and professionally within the inclusion team.

#### **Duties and responsibilities - Attendance and Welfare**

- To support in managing pupil absences transitions in accordance with the LA and school admissions policy.
- To support in investigating all matters relating to pupil attendance
- To record attendance and absence explanations accurately on school electronic systems
- To maintain an effective computerised system for record keeping processes



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- Preparations to arrange panel meetings with key stakeholders to address recurring absences
- Prepare resources for whole school weekly attendance assemblies
- Prepare resources for improving attendance initiatives

#### **Communication:**

- To welcome visitors to the school in a friendly and efficient manner, ensuring they sign in, have the correct lanyard and safeguarding information and are offered refreshment
- To deal with front line enquiries from staff, visitors, parents and pupils in person, by phone or e-mail politely and efficiently
- To prepare letters and text messages for parents and carers
- Where children leave the school, support in preparing documents to securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Support in meetings by translating where appropriate
- Model best practice and uphold the principles of confidentiality and data protection at all times.

#### **Managing own performance and development:**

- Participate fully in the school's performance management cycle
- Attend relevant training, sharing the knowledge and ideas gained with colleagues
- Demonstrate resilience and resourcefulness, anticipating and solving problems

#### **General requirements:**

- To work with the Inclusion team, Headteacher and The LETTA Trust's Central Operations Team to meet the aims and objectives for the school office
- Computer literacy including proficiency in Microsoft Office
- Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
- To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the school. This may include supervising pupils who are unwell or providing basic first aid
- Undertake any professional duties commensurate with the grade of the post

#### **Notes:**

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out



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- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature:

Date:

Post holder's signature:

Date: