

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Attendance & Admin Assistant	<b>Location</b>	The Hart School, Rugeley, Staffordshire
<b>Salary</b>	Grade 4, SCP 4 - 6 (£20,988 to £21,658 per annum actual salary)	<b>Hours</b>	Term-time only: 37 hours per week (Mon – Thurs 8am to 4pm, Fri 8am to 3.30pm)
<b>Department</b>	Attendance Team	<b>Reports To</b>	Attendance Improvement Manager

## JOB PURPOSE:

To work as part of the Attendance Team, and alongside key school staff in school to promote excellent attendance, reduce levels of absence and to provide administrative support as and when required.

## KEY RESPONSIBILITIES AND DUTIES:

### Attendance Monitoring

- Ensure all registers are completed correctly on Arbor.
- Ensure that 'first day absence calls' for students are sent through the truancy call system.
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To ensure all unexplained absences are accounted for or send letter requesting an explanation
- To check and remind any necessary staff to complete registers
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department and safeguarding team
- To provide updates for staff on student attendance
- To input timely information i.e. exams, music trips, sporting events, workbased learning appointments, absence reports etc and to keep Learning Coordinators and staff updated
- To carry out phone calls to parents to discuss the attendance concerns and to establish a plan of action to improve their child's attendance
- Monitor the input of lates and absences of students onto Arbor.
- Update Arbor regularly throughout each day ensuring the attendance data is as accurate as possible
- Identify poor attenders in liaison with SLT, Year managers and form tutors and monitor their attendance to Academy and lessons.
- Generate weekly attendance reports for heads of year and form tutors.
- To interpret information relating to attendance patterns and identify key areas of concern

### Attendance Intervention

- Working with the SLT, Attendance Officer and Heads of Year to promote the importance of good attendance across the academy through a range of strategies: assemblies/rewards/ letters home etc.
- To assist with conducting home visits as and when necessary.
- Attend meetings to discuss attendance and Improvements required with targeted parents.
- Chase students' information from previous schools to ensure that any existing attendance issues are challenged in a timely manner.
- To keep up to date with Arbor training
- To carry out the administration in respect of exclusions

# JOB DESCRIPTION AND PERSON SPECIFICATION

## **Punctuality**

- Work with SLT, Attendance officer and heads of year to improve punctuality to the academy through a range of strategies.
- Ensure lateness is input within SIMS and the necessary disciplinary measures are in place and that parents/carers are informed.
- Promote the importance of good punctuality across the academy through a range of strategies: assemblies/rewards/letters home etc

## **Administrative Support**

- Operate telephone switchboard – convey messages & filter calls
- To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- Monitor/order stationery for admin team
- Provide a reprographic service for staff
- Be responsible for signing in late students and passing on the information to the student receptionist.
- Undertake typing and word-processing and other IT based tasks.
- Send general text messages as requested by staff.
- Answer incoming calls to school, dealing with any queries professionally, relaying messages to relevant staff members as required
- Cover student/main reception as required.
- To accept and sign for deliveries as appropriate.
- To provide general clerical support as required.

## **Support for the School**

- Attend Parents Evenings and other meetings, as required.
- Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Actively promote the academy's policies.
- Be aware of and support diversity and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

# JOB DESCRIPTION AND PERSON SPECIFICATION

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths. Grade C or above (or equivalent)</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Successful experience of working in administrative role.</li> <li>Experience of using and maintaining a database such as Arbor</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in attendance</li> <li>Experience in dealing with children and families.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Clear understanding of legislation relating to school attendance</li> <li>Awareness of relevant legislation relating to child protection</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills to communicate effectively with colleagues, parents/carers, students and other professionals.</li> <li>Good standard of numeracy and literacy.</li> <li>Strong IT skills.</li> <li>Ability to form good relationships with students, parents/carers, colleagues and external agencies including social workers and the police.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>Ability to maintain confidentiality.</li> <li>Ability to act on own initiative and to prioritise own workload to effectively meet deadlines</li> <li>Flexible and adaptable</li> <li>Good organisational skills and ability to produce work accurately others</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**