**Attendance and Administrative Assistant**

**Role description**

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| **Pay Scale**  | **Grade 5** |
| **Responsible to:** | **Office Bursar and Headteacher**  |

**Main purpose of the post**

* To provide a professional efficient front of house reception service to all stakeholders,
* To provide high quality administration support services to the attendance team,
* Working as part of a supportive and friendly team , building strong working relationships with staff at all levels, to support the work of colleagues across the school.
* Managing the school’s communication tools eg: website, school app and text messaging service,

**Main duties & responsibilities:**

Administrative

* Answering the telephone, and acting as front of house to all visitors to school,
* Checking the office email account and forwarding or responding emails appropriately,
* Communicating with parents and stakeholders in school events,
* Manage the online booking system for parents evening, school trips, and after school clubs,
* Complete dinner registers daily and inform kitchen of numbers,
* CTFs completed and all relevant administration for new starters/ leavers. Support the office bursar with the census. Alongside setting up the new academic year in the summer term,
* Effective and efficient use of the SIMS modules,
* Set up weekly newsletters and / other communication with parents (via the school website / app),
* To complete evidence for individuals staff training logs,
* Management of data protection and confidentiality, knowledge of GDPR legislation ( training can be provided),

Attendance

* To work flexibly to minute multi agency meetings as required,
* Accompany the attendance team on welfare home visits,
* Log daily details of daily absences and follow up as necessary ,
* Check attendance daily, and analyse weekly with attendance lead,
* Process absence letters, process penalty notice paper work to the EWO service or through the online portal,
* Create attendance analysis data to share with headteacher and governors as and when needed,

Other duties

* Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
* Assist the office bursar in delivery of school items, and auditing

*There may be occasions when the post holder is required to work flexibly outside normal contract hours, to meet the needs of the school*.

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|  | **Person Specification- Attendance & Administrative Assistant** |
| **Attributes / Requirements**  | **Essential**  | **Desirable**  | **How identified**  |
| **Education, Qualifications and Vocational Training**  | * Maths GCSE Grade C or above (or equivalent) English GCSE Grade C or above (or equivalent)
* Level 3 qualification
 | * First aid training
* Microsoft Office Training
* Safeguarding training
 | Examination of certificatesApplication Form |
| **Experiences** | * Recent experience is an administrative role where literacy and numeracy skills are evident ,
* Previous experience in a school setting or child-based setting,
* Knowledge and use of SIMs,
* Experience of using Microsoft office and excel in a work environment,
* Willingness to undertake relevant training, including safeguarding,
* Experience of working effectively as part of a team,
* Experience of managing the administration of a public website,
* Experience of developing and maintaining effective filing systems,
 | * Experience of handling money and banking processes,
* Experience in creating and maintaining training logs for staff members,
* Understanding of safeguarding policies and procedures,
 | Application FormInterviewReferences |
| Skills and Knowledge  | * Excellent communication skills , both oral and written,
* Ability to deal with members of the public in a professional and courteous manner,
* Strong organisational skills with the ability to plan, organise and prioritise to meet deadlines. Can work effectively in a busy environment,
* Ability to use own initiative and problem solve,
* Ability to build effective working relationships with colleagues. Ability to work independently and as part of a team.
* Ability to work under direction and use your own initiative
* Ability to use IT packages including word processing, spreadsheets and presentation software.
* Ability to use relevant office equipment effectively.
 | * Ability to support other staff with administrative tasks, seeking support where necessary to respond to complex enquiries,
* Awareness of health and safety issues,
* Understanding of data protection and confidentiality, knowledge of GDPR legislation ( training can be provided),
* Ability to think creatively and contribute new ideas
 | Application FormInterviewReferences |
| Personal qualities and Values  | * Commitment to the school’s ethos values and a willingness to support the school’s policies and procedures in all areas
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
* Ability to work under pressure and priorities effectively,
* Commitment to maintain confidentiality at all times,
* Friendly and approachable personality,
* Embraces change well,
* Deals with difficult situations effectively
 |  | Application FormInterviewReferences |
| Commitment to  | * Commitment to diversity and equality of opportunity in all working practice,
* Commitment to personal professional learning and development and willingness to attend training courses,
* Commitment to child protection and safeguarding policies and procedures,
* Commitments to the values and vision of Kirton Lane Primary School
 |  | Application FormInterview |
| Attendance  | * Good attendance record in current employment ( not including absences due to disability)
* Strong work ethic,
 |  | Application FormReferences |
| Written application  | A well – constructed and concise application, showing evidence and knowledge, planning and enthusiasm for the role and for the school.  | Application Form |