**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 certificates  Application 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 Form  Interview  References |
| 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 Form  Interview  References |
| 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 Form  Interview  References |
| 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 Form  Interview |
| Attendance | * Good attendance record in current employment ( not including absences due to disability) * Strong work ethic, |  | Application Form  References |
| Written application | A well – constructed and concise application, showing evidence and knowledge, planning and enthusiasm for the role and for the school. | | Application Form |