



# MATRAVERS SCHOOL

## JOB PROFILE

<b>Reference</b>	Grade D
<b>Job Title :</b>	Attendance Administrator and Medical Co-Ordinator
<b>Main Job Purpose :</b>	To maintain accurate pupil attendance and medical needs records. To provide first aid to pupils and staff, including coordinating any medical needs and support with the administration of medication.
<b>MAIN DUTIES</b>	
<b>1</b>	To hold and distribute register absence reports and to maintain accurate registration details.
<b>2</b>	To monitor pupils' attendance, highlight any possible problems in this area, and produce relevant attendance data and reports.
<b>3</b>	To work closely with the pastoral managers and receptionist(s) to provide pupil support.
<b>4</b>	To produce class lists and associated documents as required.
<b>5</b>	To ensure first aid procedures are complied with and accidents are appropriately reported.
<b>6</b>	To ensure all data held is accurate and up to date, and securely and confidentiality stored.
<b>7</b>	To communicate and advise staff of the procedures and policies necessary for the correct functioning of the attendance system and highlight issues to pastoral staff.
<b>8</b>	To liaise with the school receptionist(s) regarding late arrivals and absences of pupils during the day.
<b>9</b>	To inform parents / carers of absent pupils and to send out the appropriate correspondence to parents / carers of non-attendance from pupils.
<b>10</b>	To manage the school medical room, which includes the maintenance and care of first aid supplies and equipment and management of daily medical problems – pupils and staff. This includes assessing, evaluating and taking appropriate action – including contact with parents, health professionals and appropriate staff.

11	To network with internal and external health / support agencies on a regular basis. Liaise with a range of health support agencies with a view to seek advice and support on behalf of pupils with specific concerns which may affect their attendance at school, under the direction of a member of the school leadership team.	
12	To manage first aid arrangements in school – medicines and pupils. Safe storage and administration of all daily medications. This includes providing first aid support and guidance for pupils on school trips.	
13	To work with the school's health and safety lead to record all accidents in accordance with the LA, HSE and School Policy and to investigate and follow up where required.	
<b>Supervision and Management</b>	The jobholder has no regular responsibilities for supervising staff but may be required to assist in work familiarization for new recruits.	
<b>Creativity and Innovation (i.e. Problem Solving)</b>	Work is undertaken within a general framework of recognised procedures. There is scope for some limited interpretation on how they are applied in the light of the situation faced eg in the compilation of reports and presentation of data, statistics and other information; providing information to parents/guardians concerning unreported absence of their child.	
<b>Key Contacts and Relationships</b>	<b>Key Contacts and Relationships</b>	<b>Reason for Contact</b>
	Head Teacher and other members of the School Leadership Team	Routine information relating to pupil attendance.
	Parents/Carers	Appropriate routine written correspondence after three days of non-attendance from pupils.  Dealing with sensitive issues concerning the attendance of a pupil.
	New Teaching and Admin Staff joining the School	Induction information on the attendance information system.
	Pupils	Dealing with sensitive issues concerning their attendance and the reporting process.
<b>Decision Making</b>	Procedures and rules are followed. The jobholder may make decisions regarding the filing processes, organisation of paperwork etc. and organisation of their own work within the school office and may make	

	recommendations for improvement to the presentation of data and information related to attendance.
<b>Resources</b>	The jobholder is required to handle resources carefully but is not personally accountable for the security of resources.
<b>Working Environment</b>	There is regular background noise from pupils at certain times of the school day. The jobholder encounters staff and pupils and occasionally parents/guardians on routine (sometimes sensitive) matters during the course of their duties. The majority of time is spent using IT equipment.
<b>Knowledge and Skills</b>	The jobholder must have the ability to undertake a range of tasks involving the application of rules and procedures eg on attendance recording and reporting. A good standard of practical knowledge and skills in word processing, excel, and other office electronic application is required.