



HUNLOKE PARK PRIMARY SCHOOL

Hunloke Park Primary School

Lodge Drive,
Wingerworth, Chesterfield,
Derbyshire, S42 6PT
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Headteacher: Jennifer Murphy

ATTENDANCE ADMINISTRATOR

Job Description

Location: Hunloke Park Primary School, Lodge Drive, Wingerworth, S42 6PT

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

Hours of work: 22 hours 30 minutes per week, term time – 08.00 am to 12.30 pm daily

Responsible to: Headteacher

Post objective: To provide administrative support to the Headteacher and Trust Attendance Officers with a focus on improving attendance. To record and process school meal choices and liaise with kitchen staff. Maintain pupil special dietary records and health care plans.

Main Duties and Responsibilities:

- Take phone calls and pick up messages from parents regarding student absence.
- Send letters and texts home in relation to absence and lateness to school.
- Update registers and add comments to the school management system where a reason for absence is given.
- Ensure registers are completed efficiently and refer any issues with completion to appropriate staff.
- Check registers for absentees and make first day response calls or send texts, ensuring records of all telephone calls to parents are kept.
- Chase and update N marks.
- Send out attendance letters at the request of the Headteacher or Trust Attendance Officers.
- Record students signing in and out of school for appointments etc.
- Produce attendance reports for the Headteacher
- Produce weekly data in relation to lates.
- Take part in weekly Attendance Team meetings.
- To support the academy meals accounts administration. Liaise with kitchen staff regarding dinner numbers. Liaise with parents, where necessary, to chase unpaid dinner money.

- Record and maintain special dietary requirement information and health care plans.
- Management of extra curriculum clubs, including adding to payment system for parents to book and producing registers for providers.
- To raise Purchase Orders in accordance with delegated financial limits
- To assist in booking training for staff and maintaining training records.
- To unpack and check off orders received.
- To assist with obtaining quotes for educational trip and visits.
- To support the administration of medicines in line with academy policy (training will be provided where appropriate).
- To approach work with enthusiasm and have a keenness to learn.
- To be able to work under pressure and organise/prioritise workload.
- To attend staff meetings and INSET activities where relevant.
- To support the academy's other administrators in their duties, in order to manage the varying demands and deadlines of our busy office and to contribute to the development of the academy's administrative function by being an active member of the team.
- To uphold and actively support the academy's policies and procedures - understanding the importance of confidentiality and data protection.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the academy's policies and procedures.
- Report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- Attend safeguarding training as required by the academy and maintain your knowledge and understanding of your responsibility for safeguarding children in the academy.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.