



Job Description

Role	Attendance Administrative Assistant	School/Department	Maiden Erlegh School
Grade	Grade 3 Spinal points 5 to 6	Reports to	Attendance Officer
Job evaluation code	MES00TBC	Date of evaluation	July 2022
Purpose	To provide efficient, effective, and confidential administrative support in the school attendance office.		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	teachers, support staff, parents, students, and outside agencies	None	None
Key accountabilities	To assist the office in carrying out key administrative tasks to a high standard		
Main duties and responsibilities	<p>To provide a full range of administrative support to the school attendance team.</p> <ul style="list-style-type: none">• Producing and sending out standard letters via our e-communication system and by post.• Inputting and managing student data.• Taking of minutes when required.• Record keeping and filing.• Photocopying.• Any other tasks that sit with the school attendance office as directed by xxxx		
Other requirements and responsibilities	Level of DBS required: Enhanced with Children's Barring List		
Structure chart	<div><div>Attendance Officer</div><div></div><div>Attendance Administration Assistant</div></div>		



Person Specification

Role	Attendance Administration Assistant	School/Department	Maiden Erlegh School
Grade	Grade 3	Job evaluation code	MES001A
Qualifications, training and education	<ul style="list-style-type: none">NVQ level 2 or equivalent		
Experience	<ul style="list-style-type: none">Minimum of 2 years' experience in an administrative roleKnowledge of Bromcom packages an advantage		
Skills and abilities	<ul style="list-style-type: none">Good working knowledge of Microsoft OfficeCompetent with Excel spreadsheetsAbility to identify stakeholders' needs quickly and deal with queriesReliability, tact, diplomacy, confidentiality, and sensitivity are paramount to this postFlexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)Be able to work with frequent interruptionsGood interpersonal and communication skills, both written and verbal, with a range of peopleGood organisational and planning skills, able to manage own time, prioritise and meet deadlinesAble to contribute and work effectively as part of a teamPro-active, flexible, and adaptableGood attention to detailAble to show initiative and work independently as requiredCommitment to the wellbeing and safety of all childrenA willingness to learn and develop personal skillsA sense of responsibility and ownership		
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	