

GLF Schools Job Description

Job Title	Attendance Administrator
Location	Meridian High School
Core Purpose	
<ul style="list-style-type: none"> To support the Senior Attendance Officer & Educational Welfare Officer with the attendance caseload. To support the reduction in persistently absent students ensuring successful student outcomes. 	
Key Accountabilities	
Attendance Administration	
<ul style="list-style-type: none"> Take all attendance calls and check answerphone messages and log on SIMS Sign in late students and input detentions on system Check the school for N codes after each registration Liaise with teaching staff to ensure registers are taken accurately and timely Communicate with parents and carers regarding student absences Issue student detentions for lateness to support punctuality to school Ensure fire registers are printed daily Issue and track attendance warning letters for those students with low attendance and medical needs 	
Admissions Administration	
<ul style="list-style-type: none"> Support with updating Bromcom with data about children, including personal information, contact details, medical information. Prepare starter packs for all new families and enter all family information onto school database (Bromcom) Support with admissions interviews for in year admission students Maintain accurate student records in Bromcom Provide support for the transition processes for new year 7 and Year 12 students Ensuring CTF files and ATF files are important and exported accurately and effectively 	
Main Reception	
<ul style="list-style-type: none"> Provide cover for Reception during lunchtimes/busy periods to provide support to the Main Receptionists Welcome all visitors to our school and ensure the school policy for safeguarding is adhered to, ensuring completion of visitor badges and monitoring access to restricted areas Answer telephone, filter calls and e-mails, take messages and make sure they are delivered in a timely fashion Deal with complex reception/visitor etc matters 	
Safeguarding	
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>	