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| **Admissions & Attendance Administrator**  **Academy** | |
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| **Job Description** | |
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| **Reporting to** | Office Manager & PA to Principal |
| **Grade** | 3 |
| **Date evaluated** | March 2018 |
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| **Job Purpose** | |
| To provide accurate and timely administrative support for pupil attendance and pupil admissions within the school. | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**  Admissions   * Check all applicants’ information and documents e.g. siblings attending school, medical reports; * Create list of applicants, in order of those meeting admission criteria and liaise with local authority for offers; * Update waiting list with ‘drop outs’ and in-year leavers; * Send offer letters for in-year admissions; * Send induction packs to parents/guardians of new pupils, including invites to meetings; * Collate new pupil paperwork, create and maintain pupil records, both electronic and hard copies; * Ensure fire lists and medical lists are up to date; * Take prospective parents/guardians on tours around the school.   Attendance   * Take telephone calls from parents/guardians of pupils regarding absence; * Check absences against registers and follow up any anomalies with relevant parties; * Ensure absence management system is automating communications with parents, and follow up manually if required; * Produce absence reports, highlighting those who fall below the expected rate; * Liaise with Family Support Worker on those with persistent absences; * Send persistent absence and lateness letters to parent/guardians of pupils; * Liaise with participation team at the local authority regarding holiday referrals; * Update school system (Sims) accordingly.   Administration   * Support other areas of the administration team during busy periods or absence; * Provide welfare cover and support during busy periods and break times.   **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
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| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
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| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
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| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

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| **Person Specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | * GCSE in English and Mathematics (or equivalent); * Office/Administration experience commensurate with post; * Experienced at dealing with confidential information appropriately. | * Previous knowledge of the Education system; * Experience working with SIMS. |
| **Skills & Knowledge** | * To be literate and numerate; * Ability to work to tight deadlines; * Possess good communication skills; * Basic ICT skills; * Ability to respond to a wide range of enquiries; * Knowledge of office support processes; * Good record maintenance skills including information retrieval; * Accurate data input skills. | * A community language. |
| **Personal Qualities** | * Excellent interpersonal skills; * Able to work on own initiative; * Prepared to work flexibly within reason; * Reliable; * Able to work independently and as part of a team. |  |