

**& Admissions Officer****Job Description**

Job Title:	Attendance and Admissions Officer
Reporting to:	Designated Safeguarding Lead/Administrative tasks supervised Senior Office Manager
Working with:	Senior Management team and external contacts

**Key objective of the role:**

*To contribute to raising achievement by improving school attendance.*

*To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.*

*To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.*

**Main duties:**

1. To maintain accurate student attendance and lateness records with responsibility for the administration of student attendance within Arbor and the daily registration of students.
2. To work closely with the Senior Leadership Team and outside agencies to analyse data and compile and present reports on student attendance to promote and celebrate good attendance and punctuality, thereby raising standards.
3. To contact parents/carers of students absent from school, using the 'call parents' texting system and maintain the "call parents" or equivalent system to ensure up to date and accurate contact details are retained.
4. Adopt a holistic approach to meeting Social, Emotional and Mental Health needs that enable learners to make good progress by working with teachers, other support staff, families and external professionals.
5. Promote the school approach to inclusion and acceptance of all students, encouraging them to interact with others and engage in activities led by teachers or other professionals.

6. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.
7. Contribute to the overall ethos/work/aims of the school. The school is moving towards a whole school approach to support the wellbeing of students and staff.
8. Attend and participate in relevant meetings, training and other learning activities and performance development as required.
9. Provide administrative support to the Admissions Team, booking intake appointments, placing student information on systems and maintaining student files.

### **Attendance:**

10. To take supportive/remedial action in respect of individual absentees, to secure their regular attendance at school.
11. Give advice and support to the school on policies/procedures/strategies in relation to the whole school approach of managing student attendance and punctuality.
12. Monitor and record the outcomes of planning with parents/students and the school to improve attendance and punctuality, maintaining efficient and contemporaneous notes and records.
13. Monitor the effectiveness of the school's policies/procedures and strategies in relation to individual and whole school approaches to managing attendance and punctuality.
14. To advise and assist parents and students to reduce students' absenteeism and to provide liaison between students, the school and/or parents to secure students' regular attendance at school, including assisting in identifying problems of which a student's irregular attendance may be a symptom.
15. Liaise with Wandsworth Local Authority's participation team and complete monthly attendance reports in line with their procedures.
16. Ensure all weekly attendance reports are sent to commissioning schools.
17. To make visits to student's homes on school attendance matters and to discuss with students and parents, solutions to the barriers to learning they are experiencing, which is adversely affecting their attendance.
18. To actively promote and reward good attendance and punctuality, creating student led initiatives.

## **Family, community (including safeguarding)**

19. To work directly with children and their families in the community, within their homes as well as at the school, to promote, strengthen and develop the relationship between parents/carers, children and young people and the school.
20. Record and monitor cause for concerns raised by adults pertaining to our students. Triage those cause for concerns with the Designated Safeguarding Lead and prioritise actions.
21. Attend core group and child protection conferences and contribute to the relevant reporting systems that link with these.
22. Under the direction of the Designated Safeguarding Lead, ensure all staff are familiar with the safeguarding policy.
23. To explore ways to encourage parents to attend school functions e.g. coffee mornings, families day days etc.
24. Record students entitled to pupil premium and free school meals.

## **Professional learning and development**

25. To be a reflective practitioner, evaluating and improving own practice to support students to become successful learners and young people.
26. To contribute to the school's developments by sharing professional learning, expertise and skills with others, and participating in collaborative learning opportunities.
27. To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the performance management process.
28. Undertake all duties and responsibilities in accordance with OHC&AT policies and relevant legislation, inclusive of Equal Opportunities, Health & Safety, and GDPR.
29. To undertake any other task deemed appropriate by the Principal.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks*

## Attendance & Admissions Officer

### Person Specification

This person specification will be used for recruitment to the Attendance & Admissions Officer. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

<b>QUALIFICATIONS (list)</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Educated to GCSE standard in English and Maths	✓		Checked certificates
<b>STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Level 3 in safeguarding or willingness to undertake this qualification		✓	Pre-application question
A full clean UK Driving Licence and use of own car.		✓	Pre-application and certificate
Qualified to drive a mini-bus or willingness to undertake training.	✓		Pre-application and certificate
<b>EXPERIENCE (describe)</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
At least one year's related experience of work within a school attendance related service.		✓	Interview
Working with children, young people, parents and families preferably within an educational context.	✓		Interview
Working with vulnerable students	✓		Interview
Experience of working with students with challenging behaviour	✓		Interview
Working in a clerical/administrative role including contact with a range of customers/clients.	✓		Interview
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.	✓		Interview
<b>KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
Good interpersonal skills to enable you to assist with liaison between student and school or other agencies	✓		Interview

Understanding of school systems and issues affecting truancy and non-school attendance.	√		Interview
Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.	√		Interview
Ability to persuade and negotiate as well as good interpersonal / communication skills.	√		Interview
Commitment to recognising student achievement and to raising standards	√		Interview
Ability to deal with challenging behaviour	√		Interview
<b>COMPETENCES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
<b>"Can do" positive attitude</b> Enthusiastic and committed, remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	√		Scored application question
<b>Takes responsibility and delivers results</b> Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed	√		Scored application question
<b>Takes ownership of personal development</b> Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences.	√		Scored application question

*As part of Orchard Hill College & Academy Trust's pre-appointment checks, current and past employers will be contacted for short listed candidates. Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.*