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**JOB DESCRIPTION**

**OLD BUCKENHAM HIGH SCHOOL**

**ATTENDANCE & ADMISSIONS OFFICER**

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| **Line Managers job title:** | Deputy Headteacher |
| **Salary:** | Points 5 - 6 of the Support Staff Scale  **FTE** £24,790 - £25,283 per annum  **Pro rata** £13,769 - £14,238 per annum, including an allowance for holiday pay |
| **Tenure:** | Permanent |
| **Contract type:** | Term-time plus 1 week |
| **Hours per week:** | 24 |

**THE POST**

Old Buckenham High Schoolis a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as an Attendance and Admissions Officer.

The successful applicant will be required to maintain and monitor student attendance, arrange meetings, provide an efficient and effective administrative and secretarial service to the Pastoral Team. To manage Student Reception. To assist in providing a high standard of administrative support within the school. Experience of working with school management systems would be an advantage.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of an Attendance and Admissions Officer are:

* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others;

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team;

* Be able to multi-task and work under pressure;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of an Attendance and Admissions Officer are:

* A minimum of a grade C / 4 in English and Maths GCSE;
* Knowledge of computer systems e.g. Microsoft, email;
* Knowledge of school systems such as Go 4 Schools and Sims is desirable but not essential as training is available.

**JOB SPECIFICATION**

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

The Attendance and Admissions Officer is responsible for:

* To maintain the school attendance register by checking that daily attendance records are input electronically by form tutors and class teachers and following up as appropriate for missing marks;
* To identify missing marks and unexplained absence at registration periods and contact parents to identify reasons for non-attendance as necessary;
* To follow up unexplained absence, liaising with the Pastoral Team and Heads of Year;
* To manage and deal with calls on the school absence line;
* To code attendance records with received absence notes from parents including requests for absence due to family holidays;
* To manage Student Reception – deal with general student enquiries, triage students for Pastoral Support Managers;
* To prepare letters, reports, memos and other documents promptly and efficiently;
* Provide the Pastoral Team with all aspects of administrative support, keeping accurate records of incidents and reporting incidents to Norfolk County Council as required;
* Admin for New Year 7 admissions and mid-term student transfers from other schools;
* To receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries;
* To liaise, as required, with members of staff and external organisations;
* Attend first aid training and deputise in the absence of the Medical Officer.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | Term Time plus 1 week |
| Hours per week | 24 hours per week |
| Normal working Pattern | Days & times to be discussed at interview to fit the needs of the school |
| Unpaid Breaks | 30 minutes lunch break where the working day exceeds 6 hours. |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| Annual leave entitlement | Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years’ service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. |
| CPD Days | CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

* Points 5 – 6of the Support Staff Salary Scale
* FTE Salary: £24,790 - £25,183 per annum
* **Pro rata salary: £13,769 - £14,238 per annum**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **insert rate** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that

employees are only paid for work they will do over the remaining months of the Academic

Year. This is worked out based on working days of the term time calendar not an equal

division of full months to be worked.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.