**Job Description**

**Post Title:** Attendance & Admissions Admin officer

**Responsible to:** Office Manager / Headteacher

**Key objective of the role:**

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

* Answer the telephone and deal with enquiries
* To contact parents/carers of students absent from school
* 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
* Record absence and any other relevant information on CPOMS
* Attend and participate in relevant meetings, training and other learning activities and performance development as required
* Maintain the website and social media to increase parent engagement
* Engage with parents to increase attendance and engagement in the school and activities

**Admissions:**

* Manage the offers for new starters and make contact to confirm acceptance of place
* Input new starters onto Arbor
* Ensure all relevant new starter forms are completed by parents/carers and records are kept as necessary
* Ensure necessary documentation is received for new starters
* Set up pupil files and ensure they comply with GDPR regulations
* Complete home visits with FSW where necessary
* Process paperwork for pupils leaving the school

**Attendance:**

* To work with the Headteacher and FSW to secure regular attendance at school.
* Manage late arrivals
* Contact parents/carers when pupils fail to attend (recording in Arbor and CPOMS where necessary)
* To maintain accurate student attendance and lateness records with responsibility for the administration of student attendance within Arbor and the daily registration of students.
* Manage weekly attendance prizes and termly attendance awards
* Manage FPN paperwork
* Collect weekly absence records and print off new ones weekly
* Produce attendance reports as and when required for the Headteacher
* Attend regular attendance meetings with Headteacher and FSW
* Follow LA flowchart, providing attendance letters for parents and booking meetings for FSW
* Manage pupil leave request paperwork, liaising with Headteacher
* Liaise with PCC team to update with CME and other matters
* To make wellbeing phone calls and home visits with the FSW as required