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**SAPIENTIA EDUCATION TRUST**

**JOB DESCRIPTION**

**FRAMINGHAM EARL HIGH SCHOOL**

**Attendance and Administration Officer – Business Support Officer**

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| **Line Manager:** | Member of LT, James EdwardsPA to the Headteacher  |
| **Salary:** | SCP5 £19,312 – SCP12 £22,183Pro Rata £16,536 - £19,335 |

**THE POST**

The post of Attendance and Administration Officer at Framingham Earl High School forms part of the Business Support Department within the School. The person appointed will be responsible for the monitoring and reporting of student attendance, ensuring that the school complies with statutory obligations and maintain the safety and well-being of students and staff by being designated First Aid Co-Ordinator for the School. The successful candidate will be able to work flexibly across the Business Support team, as required, to provide administrative support as directed by a member of LT and the PA to the Headteacher. The Attendance and Administration Officer will form part of the contact team for students, staff, parents, carers and visitors ensuring we deliver a first- class service.

Framingham Earl High School is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six- month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all School support staff 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.
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

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

* Have excellent organisational skills and be flexible in managing, planning and executing daily, weekly and monthly workloads in a busy working environment.
* Have excellent communication skills in person and in writing and be able to communicate with Staff, Parents and Students in a professional manner.
* Have a sound track record of successful administrative experience.
* Be able to produce accurate work, efficiently, at speed.
* Be able to work with initiative.
* Work collaboratively within a team as well as working well independently.
* Be able to analyse problems and be prepared to present solutions.
* Maintain confidentiality and handle situations with care and empathy.
* Be able to conduct himself / herself in a confident, professional manner.

**JOB SPECIFICATION**

**Specific Responsibilities**

# Attendance:

* + - To maintain the school attendance register, including lesson registers, by checking that daily attendance records are input electronically by form tutors and class teachers, supporting with paper registers, if required, and following up as appropriate for missing marks.
		- To manage and deal with calls on the school absence line and emails to the Office.
		- To identify missing marks and unexplained absence at registration periods and undertake first day calling on all other student absences, recording the outcome.
		- To follow up unexplained absence, liaising with Pastoral Support Worker and contacting parents.
		- To code attendance records with all received absence notes from parents
		- To respond to holiday requests, contacting parents and advising of an FTPN (fixed term penalty notice) if necessary;
		- To identify late students and arrange for lunchtime detention, including names forwarded from Form Tutors or Directors of Learning (DoLs).
		- To prepare documentation for attendance, including information and analysis for Deputy Headteacher. In liaison with the Deputy Headteacher, identify students requiring Guidance Team attendance meetings or Fast Track Penalty Notices, invite parents and Governor, attend and minute Fast Track and Review meetings.
		- To interpret information relating to attendance patterns and identify key areas of concern for The Guidance Team Leaders and Deputy Headteacher.
		- Keep accurate, clear and concise records of all interventions and consultations and update information on the school’s attendance system.
		- To provide updates for staff on student attendance
		- To collate, maintain and update attendance data
		- To keep up to date with Bromcom training

**First Aid:**

* Line leads all first aiders across the school.
* To be a trained First-Aider and deal with injuries sustained by students by providing first aid or assessing injuries requesting medical assistance. Completing Health and Safety paperwork and keeping parents informed of sickness or injury if required.
* Conduct timely audits of first aid boxes and ensure that supplies are ordered as required.
* Ensure that an up-to-date list of school first aiders is maintained, highlight when gaps are realised and book training when required.
* Inform IHCP Coordinator of any student absent from school due to Medical Needs, Hospital Admission or planned medical procedure.
* Ensure that PEEPS are completed with the child and family as required and provided copies to the family, Premises Manager, SENDCo and IHCP Co-ordinator.
* Ensure Administration of ‘Medicines in school’ is completed.
* Ensure that First Aid treatment is recorded electronically, and major incidents referred to the Headteacher and to the SET Health and Safety Manager.
* Check medications kept in school are in date and liaise with parents/carers when expiry is approaching
* Give medication to any child required to take within the school hours.
* Ensure Care Plans are kept up to date and readily accessible.
* Assist with the arrangement of the vaccination programme.
* Ensure that the School has adequate first aid resources for students, staff and other visitors.
* **General:**
* Undertake receptionist, switchboard, and messenger duties, covering Reception from 7.30am each day, ensuring that a continuous, courteous and excellent level of service is provided to students, visitors and staff.
* Deal sensitively and confidentially with anxious, distressed or impatient callers, whether by telephone or in person and whether students, parents, external visitors or staff.
* Undertake any other duties, as determined by the Assistant/Business Support Manager or Leadership Team.

The post-holder will be required to comply with the Framingham Earl High School Code of Conduct for Staff and Volunteers.

Framingham Earl High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 School’s programme of Performance Management and Continuing Professional Development.

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.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | 52 weeks  |
| Working weeks | 39 weeks (Term Time Plus one week) |
| Hours per week | 37 |
| Normal Working Pattern | (Monday-Thursday 7.30-3.30 and Friday 7.30-3.00) |
| Unpaid Breaks | 30 mins per day  |
| 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. The salary includes an additional 5.46 to 6.45 weeks as holiday pay. |
| CPD Days | School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet. |
| Overtime | Additional work may be required during term time for which overtime is not paid, but time-in-lieu may be taken at agreed times. Time-in-lieu is to be taken in School holidays where possible. |

**REMUNERATION**

Salary Details:

* Support Staff Salary Scale
* Scale Point 5 £19,312 – Scale Point 12 £22,183 FTE
* **Pro Rata £16,536 - £19,335**

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 5.32 weeks (including bank holidays), rising to 6.45 weeks 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.

The post-holder will be entitled to join Framingham Earl High School’s nominated pension scheme for support staff.

**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 Framingham Earl High School employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of 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.

**REVIEW**

The Job Description will be reviewed annually as part of Framingham Earl High School’s Performance Management programme.