



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ATTENDANCE AND ADMISSIONS OFFICER

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the academy into the wider community.

JOB SUMMARY:

1. Lead on the in-year admissions and appeals process.
2. Establish and develop a professional service to support the academy in raising attendance, investigating persistent absences and improving punctuality.
3. Support the Pastoral team with the updating and publication of the whole school medical records.
4. Provide administrative and clerical support to the resource and business functions of the school and its estate.
5. Provide administrative and clerical support for all aspects of business services, Student Welfare and pastoral support.
6. Be responsible for the exemplary maintenance of student records with a particular focus on attendance, admissions and medical records.
7. Provide a receptionist service for the school.
8. Support links with the community, families and local environment.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1.1 Student Welfare Administration: Attendance, Admissions and Medical

- 1.2 Support the effective monitoring of attendance through inputting of daily absence data, preparation of daily/weekly reports for staff and liaising with parents to query and authorise absences.
- 1.3 Ensure all registers are completed at the allocated time, If registers are not taken then to chase up the member of staff involved to ensure the register is taken, Ensuring at the end of each day there are no missing marks and all registers are completed correctly.
- 1.4 Where needed input paper registers on to the SIMS system.
- 1.5 Chase up students who are missing from the register liaising with the Pastoral team to ensure the students whereabouts.

- 1.6 Establish the reasons for non-attendance, making contact with families in response to allocated referrals i.e. home visits and/or meetings in school.
- 1.7 Follow School Policy of 'first day contact' within the school and when directed make follow up calls on targeted pupils, challenging all absences.
- 1.8 Ensure all unexplained absences are accounted for or where directed send letters requesting an explanation.
- 1.9 Undertake and lead on home visits as designated by the Attendance Manager. Speaking to families and students about attendance.
- 1.10 Print off the official registers and filing away on a regular basis once all codes have been checked.
- 1.11 Keep clear and concise records of all attendance meetings for the Attendance Manager.
- 1.12 Acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- 1.13 Liaise with the Pastoral team, arrange meetings with parents where attendance is a concern, record & log all meetings and send letters home on a half termly basis.
- 1.14 Efficiently process the administration of extended leave absence requests from parents.
- 1.15 Identify and issue Penalty Notice warning letters to parents where appropriate. Monitoring over a set period of time and complete paperwork were required to request statutory action.
- 1.16 Complete and make the relevant checks for students who require a CME referral, ensuring accurate checks and filing of all information. If needed home visit to take place.
- 1.17 Chase up the attendance of students who are on managed moves and off-site provisions weekly filing of registers.
- 1.18 Run the weekly data & PA figures look at attendance patterns and evaluate data, share with the Pastoral team, input data into form notices and update attendance pupil display boards.
- 1.19 Look at new strategies to engage parents and students to improve attendance, through coordinating parent hubs / coffee mornings where possible liaising with members of the pastoral team / outside agencies
- 1.20 Undertake training on, utilise and maintain SIMS Attendance and Behaviour modules effectively.
- 1.21 Provide administrative support in organising safety procedures, including fire drills.
- 1.22 Assist staff in contacting parents and students where necessary and liaising with staff on outcomes.
- 1.23 Coordinate the in-year admissions meetings and associated paperwork.
- 1.24 Liaise with Senior Staff and the Pastoral team as needed to facilitate in-year admissions.
- 1.25 Keep accurate records of the in-year admissions process.
- 1.26 Liaise with Heads of Department in advance of admissions to identify classes / sets.
- 1.27 Liaise with the Exams Officer to enable baseline tests to be completed and timetables set up.
- 1.28 Liaise with Manchester City Council Admissions to process admissions and update waiting lists etc.
- 1.29 Liaise with pastoral, safeguarding, child protection colleagues as part of the admissions process as required.
- 1.30 Liaise with other schools as part of the admissions process in order to obtain information.
- 1.31 Support the Pastoral team with the update and upkeep of the whole school medical register, Individual

Health Care Plans (IHCP) and School To Administer Medicine Forms (STAMF).

- 1.32 Administer first aid to students & support the welfare of students who are ill or require medical attention.

2. School Administration

- 2.1 Provide administrative support to the organisation and arrangement of school events.
- 2.2 Provide a responsive and effective reprographics service for the school.
- 2.3 Undertake minuting of meetings as required by the school.
- 2.4 Access emails and website; updating the school portal and Virtual Learning Environment as required.
- 2.5 Sort and distribute mail and correspondence to and from staff in a timely manner.
- 2.6 Utilise administrative equipment such as the franking machine, photocopier and laminator as required.
- 2.7 Maintain manual and computerised records using Management Information Systems if required.
- 2.8 Undertake and follow specified administrative procedures and processes in a professional manner.
- 2.9 Participate in training and professional development opportunities as required to fulfil the role.

3. Facilities and Estate Management

- 3.1 Be aware of and comply with policies and procedures relating to health and safety, security and reporting all concerns in accordance with school procedures.
- 3.2 Support the safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.

4. Relationships and Communication

- 4.1 Undertake reception duties including answering telephone and responding to standard queries and dealing with visitors where appropriate.
- 4.2 Respond to staff, student, parent and other stakeholder queries in a timely and professional manner.

5. Other Responsibilities

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	5 A*- Cs at GCSE including English and Maths.	E	✓	
2.	A-Levels or equivalent qualification in school or business administration.	E	✓	✓
3.	First Aid (or a commitment to obtaining).	E	✓	
4.	Evidence of Continuous Professional Development.	E	✓	
EXPERIENCE				
5.	Experience of working in an administrative setting.	E	✓	✓
6.	Experience of Attendance Administration.	E	✓	✓
7.	Experience of working in an educational setting.	D	✓	✓
8.	Experience of using SIMs or other Management Information Systems.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases.	E	✓	✓
10.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	✓	✓
11.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
12.	Ability to maintain positive relationships with students, staff, parents and members of the community.	E	✓	✓
13.	Strong verbal and written communication skills.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
PERSONAL QUALITIES				
14.	A passionate belief in the school's mission statement.	E	✓	✓
15.	Strong team working skills.	E	✓	✓
16.	Highest levels of professional and personal integrity.	E	✓	✓
17.	Excellent interpersonal skills.	E	✓	✓
18.	Personal resilience, persistence and perseverance.	E	✓	✓
19.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
20.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
25.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
26.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓