

JOB DESCRIPTION

Job Title	Attendance and Pastoral Administrator
Grade	Scale 3 points 5 to 6
Reports to	Attendance Officer
Liaison with	Deputy Headteacher, Headteacher, Other Staff, Visitors, External Agencies, Parents, Pupils, ECC Staff, Governors, CLP Trust
DUTIES	<p><u>Attendance</u></p> <ul style="list-style-type: none">● To undertake administrative duties relating to pupil punctuality, attendance and general records.● To input and ensure the accuracy of data onto the computer and SIMS systems.● To support the administration of pupil punctuality system, including monitoring lateness, entering data, communicating with families and preparing detention lists.● To contact parents/guardians on a daily basis concerning student absence.● To effectively use SIMS to ensure the production of reports, letters and documents as required for attendance.● To support the Attendance Officer in monitoring, identifying and responding to pupil attendance and punctuality.● To operate and maintain appropriate databases and spreadsheets, as required.● To undertake reception duties in the pupil reception.● To assist with answering the telephone, taking and distributing messages concerning attendance.● To assist with home visits, as required. <p>Other administrative duties:</p> <ul style="list-style-type: none">● To take responsibility for student files for years 7 - 11, including the filing of suspension paperwork.● To support the Heads of year to prepare for parents' evenings and other events.● To support with the administration of managed-move paperwork and data. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p> <p><u>General</u></p> <ul style="list-style-type: none">● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager● To comply with individual responsibilities in accordance with the role, for health and safety in the workplace● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment● The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION

General heading	Detail	Desirable
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent Qualified in First Aid
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of health and safety policy and procedures
	Literacy	NVQ level 2 in English or equivalent
	Numeracy	NVQ level 2 in Maths or equivalent
	Technology	Ability to use information management systems, such as SIMs Ability to use word processor and basic databases
Communication	Written	Ability to complete forms and write routine letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Wellbeing	Understand the importance of physical and emotional wellbeing To have an understanding of the safeguarding implications of supporting pupils with their attendance Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own

	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role