Attendance, Data & Administration Officer

Job Title:	**Attendance, Data & Administration Officer**
Hours / Weeks	**36 hours per week; 8.30am – 4.45pm (1 hour unpaid lunch)** **Term Time Only**
Grade	**G4**
Reports to:	**Office Manager**

Job Purpose

To provide efficient and accurate administrative support to the school, with particular responsibility for attendance, Arbor and school data, while ensuring that routine administrative tasks such as printing and photocopying are completed efficiently.

The post holder will work closely with the Headteacher, Senior Leadership Team, Year Group Leaders and school office to ensure that information is accurate, systems are well organised and staff receive timely administrative support. They will be responsible for producing accurate, timely data and reports to enable SLT and Year Group Leaders to monitor attendance, pupil progress and attainment, and make informed decisions.

Duties & Responsibilities

1. Attendance Officer

a. Administration

- Ensure daily attendance registers on Arbor are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Initiate and oversee the administration of absence procedures – for example, letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents/carers
- Maintain accurate records of communications with parents/carers and relevant interventions
- Provide administrative support for attendance meetings, including arranging meetings with parents/carers, preparing letters, collating attendance information and recording agreed actions and interventions.
- Coordinate the administration of attendance rewards and recognition, including preparing certificates, attendance information for assemblies and displays around the school.

b. Monitoring and reporting

- Benchmark school performance against national and local averages using FFT and DFE
- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Conduct regular audits of attendance codes to make sure they are being used correctly and consistently by all staff in line with statutory requirements.
- Track attendance of vulnerable groups of pupils, including pupils with SEND, those eligible for pupil premium, and children in need, and share information with school leaders.
- Produce weekly headline attendance and punctuality reports for SLT, highlighting trends, persistent and severe absence, and pupils requiring further intervention.
- Produce regular lists of code analysis of children for SLT
- Prepare termly attendance reports for year group leaders, including analysis of vulnerable groups, to support targeted intervention and monitoring.
- Prepare attendance data and reports for Governors, SLT meetings, Local Authority attendance services and other relevant meetings, as requested.
- Identify pupils that need additional support to improve their attendance
- Use attendance data to identify pupils who meet the threshold for Early Help intervention and refer to DSL
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Work with school leaders to develop and revise the school's attendance policy
- Notify the Headteacher and the DSL of any pupils who have not returned to school after a holiday and to follow up with reasons for absence/date of return to comply with the Harrow's CME procedures
- Implement children missing education (CME) procedures when appropriate

2. Arbor –Managing the school management information system

- Become highly competent in the use of Arbor, including the Assessment package
- Maintain accurate pupil and attendance information.
- Support staff with routine Arbor queries.
- Run reports and extract information required by SLT and Year Group Leaders.
- Identify and resolve data inaccuracies where possible, and resolving 'duplicates'
- Support the school in making effective use of Arbor rather than relying on manual systems.
- Lead on Nursery, Reception admissions and in-year admissions**,** keeping an oversight of offers, acceptances and pupil enrolment, ensuring all information is accurately recorded on Arbor.
- Liaise with parents and the Local Authority regarding admissions, ensuring that procedures and deadlines are followed.
- Manage the admissions process for new starters, including collecting relevant documentation, updating pupil records and supporting a smooth transition into school.
- Manage the administration relating to all student leavers
- Chase up and send CTFs promptly
- Monitor Nursery and Reception vacancies and maintain accurate admissions and waiting-list information.

3. Pupil Assessment Data Management and Reporting

- Support SLT with the management and maintenance of whole-school pupil assessment data
- With the Deputy Head, coordinate the timely collection and input of assessment results/data, including statutory assessments, standardised test scores and internal teacher assessments.
- Maintain and develop assessment tracking systems, including currently on Arbor, to support effective monitoring of pupil progress and attainment.
- Produce timely and accurate reports for SLT, providing the information required to monitor pupil attainment and progress for individual pupils, classes, year groups and specific groups, including disadvantaged pupils, SEND and EAL.
- Respond promptly to requests from SLT for assessment data and reports, ensuring information is accurate, clearly presented and readily accessible to support monitoring and decision-making
- Support the preparation of assessment reports for governors, pupil progress meetings, school improvement planning and external monitoring.
- Work with teaching staff and year group leaders to ensure assessment information is entered accurately and within the agreed deadlines.

4. IT, Printing and Administrative Support

- Provide basic first-line support to staff with classroom technology, including interactive whiteboards (IWBs) and visualisers, troubleshooting simple problems where possible and liaising with the IT technician when further support is required.
- Take responsibility for the school's photocopying and printing systems.
- Ensure photocopiers and printers are operational and faults are reported promptly.
- Organise large-scale copying and preparation of materials where required.
- Monitor paper and basic printing/ink supplies and arrange replenishment.
- Support all staff with routine administrative tasks.
- Help reduce the administrative workload placed on teachers and senior leaders.

5. General Duties

- Cover the Reception desk routinely (Lunchtimes)
- Work flexibly as part of the school administration team.
- Provide a helpful and professional service to staff, pupils and parents/carers.
- Maintain confidentiality at all times.
- Follow school policies and procedures, particularly those relating to safeguarding, data protection, and Staff Code of conduct
- Undertake other reasonable duties appropriate to the role.

6. Professional Development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

7. Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required

- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Person Specification

Attendance, Data and Administrative Officer

Criteria	essential	desirable
Qualifications and Experience		
1. Good standard of education, including GCSE English *and* Maths (grade 5/C or equivalent).	✓	
2. Experience of working in a busy administrative environment, managing competing demands.	✓	
3. Experience of working in a school, including attendance, admissions or pupil data.	✓	
Skills and Abilities		
4. Excellent command of written and spoken English, including accurate spelling, grammar and professional communication.	✓	
5. Excellent IT skills including ability to use electronic databases.	✓	
6. Basic knowledge of classroom technology, including interactive whiteboards and visualisers, with the ability to troubleshoot simple technical problems and support staff	✓	
7. Ability to work quickly and efficiently, prioritising tasks and meeting deadlines without compromising accuracy.	✓	
8. Excellent problem-solving skills, with the ability to use initiative and work independently.	✓	
9. High level of accuracy and attention to detail when entering, checking and analysing data.	✓	
10. Ability to analyse information and produce clear, accurate reports promptly.	✓	
11. Excellent organisational and interpersonal skills, with the ability to remain calm under pressure.	✓	
12. Experience of using Arbor or another school management information system.		✓
Knowledge and Personal Qualities		
13. Understanding of confidentiality, data protection and safeguarding responsibilities.	✓	
14. Knowledge of statutory school attendance requirements and procedures.		✓
Safeguarding Stag Lane Primary School & Nursery is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to appropriate safer recruitment checks, including an enhanced DBS check and children's barred list check where applicable. As part of our recruitment process, we also undertake online searches, including social media screening on short listed candidates, through an external provider, in line with Keeping Children Safe in Education (KCSIE) guidance.		

Stag Lane Primary School & Nursery

Forever Learners: Achieving our dreams in an ever-changing world

Headteacher: Mrs. Nina Will