

**Job Description**

**Post: Attendance & Office Administrator**

**Salary: NJE Grade 2, Points 2-4**

**Actual salary: £12,319-£12,708**

**Contract: Part Time, Term Time Only, 22.5 hours per week**

**8:00am – 16:00pm Monday, Thursday & Friday**

**Responsible To: Head Teacher**

**Line Manager: Office Manager**

**Purpose (Summary)**

To work as part of a busy team providing support to the Head Teacher, Senior Leadership Team and school office as required. Yours will be a busy role, so you will need ability to manage your own workload and use your initiative when needed.

**Duties**

* To perform routine and varied clerical tasks, including receiving and making telephone calls, checking and verifying documents, greeting visitors, providing advice and information to basic enquiries, typing straightforward communications and documents, photocopying and data input and retrieval including updating pupil records.
* To undertake clerical tasks connected with attendance and admissions.
* To collate and process attendance data and absence requests and prepare paperwork for issuing of penalty notices.
* To prepare and process routine orders including price-checking, placing orders and receiving and matching delivery notes with orders / invoices.
* Working as part of the office team to provide admin support to the Headteacher and wider Leadership team.
* Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as requested by the Headteacher, Deputy Headteacher / Office Manager.
* To promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school’s policies and procedures.
* To report any causes for concern relating to the welfare and safety of children to the SLT.
* To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children at this school.
* To contribute to the overall development of the school and its wider activities.