

# JOB DESCRIPTION AND PERSON SPECIFICATION

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| <b>Job Title</b>  | Community and Attendance Administrator                                          | <b>Location</b>   | Caister Academy                                                                               |
| <b>Salary</b>     | NJC Scale D, points 5-6<br>(£25,583 - £25,989 FTE)(Actual<br>£22,874 - £23,237) | <b>Hours</b>      | 37.5 hours per week, Term<br>time + 2 weeks (40 weeks)<br>08:00 – 16:00 (30 minutes<br>break) |
| <b>Department</b> | Pastoral                                                                        | <b>Reports To</b> | Attendance Improvement<br>Officer                                                             |

## JOB PURPOSE:

In this critical role, you will work closely with school leadership, the wider Trust, and families to help improve attendance, a key school priority. This is an opportunity to make a significant impact on the lives of vulnerable pupils, ensuring they feel supported and engaged with their education.

## KEY RESPONSIBILITIES AND DUTIES:

- **Home Visits:** Conduct visits to pupils' homes to address attendance concerns, understand barriers, and provide tailored support to families.
- **Transportation:** Drive pupils to and from school daily, ensuring their safe and punctual arrival.
- **Support for Pupils:** Build strong, trusting relationships with pupils, fostering their motivation and confidence to attend school. Act as a focal point for student queries and promote, reward and praise student success.
- **Administration:** Follow the first day absence calling procedure, as per the Academy's Attendance Policy. Ensure registers are completed accurately and in a timely manner, all unexplained absences are accounted for and students arriving or leaving the academy are appropriately coded. Assist with administrative support for poor attenders. Assistant in administration of students leaving the academy and support efficient transfer of electronic and physical files. Ensure all pupil premium and free school meal data is accurate, liaising with the Local Authority to achieve this.
- **Collaboration:** Work closely with the Attendance Team, school leadership, and external agencies to develop and implement attendance improvement strategies.
- **Monitoring:** Maintain accurate records of attendance interventions and outcomes, reporting progress to the Attendance Team. Monitor the daily attendance of vulnerable students and report any concerns to the safeguarding team.
- **Communication:** Liaise effectively with parents/carers, modelling welcoming, sensitive and constructive communication to provide support and guidance to help overcome challenges affecting school attendance.
- **Behaviour:** Consistently uphold all school policies relating to student conduct. Promote positive student behaviours via positive reinforcement, challenging negative behaviours where appropriate.
- **Student Wellbeing:** Support the wellbeing and Safeguarding of all students and adhere to the school's Child Protection Policy and SEND Code of Practice at all times. Ensure daily emergency evacuation registers are printed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing

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demands of the Trust at the reasonable discretion of the Principal or line manager.

| JOB REQUIREMENTS:                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                    |
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|                                       | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                                                                                          |
| <b>QUALIFICATIONS</b>                 | <ul style="list-style-type: none"> <li>• Must have a full clean driving licence.</li> <li>• Maths and English GCSE to Grade C or above (or equivalent)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• First Aid qualification, or willingness to learn.</li> <li>• Mini-Bus training or willingness to learn.</li> <li>• Relevant degree.</li> <li>• Evidence of continuing professional development</li> </ul> |
| <b>EXPERIENCE</b>                     | <ul style="list-style-type: none"> <li>• Experience working with children, young people, parents and families within an educational context</li> <li>• Experience working with professionals from other agencies and in multi-agency context.</li> <li>• Experienced in utilising multiple systems to support day-to-day administrative operations.</li> <li>• Experience of working in a busy office environment dealing with complex office procedures</li> <li>• Experience in the administration of confidential data</li> <li>• Experience of using IT systems to compile reports as well as analysing statistical data for monitoring purposes</li> </ul> | <ul style="list-style-type: none"> <li>• Previous experience of working in a similar role and environment.</li> <li>• Experience in the use of educational MIS systems.</li> </ul>                                                                 |
| <b>KNOWLEDGE AND UNDERSTANDING</b>    | <ul style="list-style-type: none"> <li>• Strong understanding of attendance legislation, safeguarding and multi-agency working.</li> <li>• Knowledge of academic data, including grading systems.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                    |
| <b>SKILLS AND PERSONAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Consistently punctual, dependable, and trustworthy.</li> <li>• Confident ICT user, to include Microsoft Office and Excel.</li> <li>• Strong time management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Willingness to develop own understanding and capability through advice and training</li> </ul>                                                                                                            |

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|                            | <p>skills</p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and meet deadlines effectively.</li> <li>• Capable of working independently as well as collaboratively within a team.</li> <li>• Proactive and able to take initiative when solving problems or completing tasks.</li> <li>• Ability to take ownership and pride in maintaining high standards of work quality.</li> <li>• Good attention to detail</li> <li>• Ability to act professionally and be sensitive to the needs of others</li> </ul> |  |
| <b>EQUAL OPPORTUNITIES</b> | A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>SAFEGUARDING</b>        | A thorough understanding of up-to-date safeguarding requirements and best practice.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>OTHER REQUIREMENTS</b>  | High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.                                                                                                                                                                                                                                                                                                                                                                        |  |

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**