Attendance and Admissions Officer

POST:	Attendance and Admissions officer
RESPONSIBLE TO:	Principal, under the daily leadership and management of the Data Manager and Strategic direction of the Vice Principal Student Entitlement
SALARY:	NJC SCP 18-22
KEY RELATIONSHIPS:	Senior Leadership Team; Data and Exams team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.
LOCATION:	Oasis Academy Mayfield, Southampton, SO19 9NA
WORKING PATTERN:	37 hours per week, term time
DISCLOSURE LEVEL:	Enhanced with Barred List Check

THE ROLE

The role of Attendance and Admissions Officer is vital to ensuring the success and safety of students at the Academy. As well as maintaining accurate records, the Attendance and Admissions Officer works with staff, families and external agencies to challenge poor attendance and put in place appropriate measures to support children and families. The Attendance and Admissions Officer will also provide data analysis to the senior member of staff responsible for attendance. The role will require adaptability, supporting the smooth running of all academy activities.

The role will form part of the data and examination team at Mayfield, and will be line managed day to day by the Data Manager. As part of the role the Attendance and Admissions Officer will need to work as part of this team, supporting collegues during times of pressure (for example supporting with a GDPR request, examination day support or covering for absence within the team).

Liaison with the following will be required:

- Data and Exams team
- Administrative Team
- Pastoral Teams
- Safeguarding Lead
- Senior Leadership Team

KEY RESPONSIBILITIES

Sharing responsibilty for improving attendance across the academy by:

- Ensure all tracking and monitoring systems are rigorous and effective.
- Administrating the academy's daily attendance records on Bromcom, inputting attendance codes accurately and efficiently.
- Deliver training and attendance updates for staff

- Holding weekly accountability and escalation meetings with Heads of Year to ensure appropriate escalations and communication to parents that supports a culture of positive attendance
- Managing academy attendance including maintenance of the registers, liaising with teachers and first day telephone calls.
- Working with teaching staff to ensure registers are submitted accurately and on time and working with the academy senior attendance lead to achieve 100% compliance.
- Producing, distributing and administrating paper registers when required.
- Managing the attendance process elements for pupils leaving the academy, leave of absence requests, Children Missing Education, Elective Home Education and alternative provision.
- Working with families to ensure negative patterns are removed, where possible this will include home visits.
- Liaising with the Local Authority Attendance Services.
- Producing and sending attendance letters when required. Ensuring that the process is systematic and rigorous in terms of implementation and follow up.
- Producing reports weekly, monthly and as required.
- Producing statistics and associated paperwork to improve punctuality.
- Producing paperwork and gathering evidence for Penalty Notices in line with the Local Authority Code of Conduct.
- Assisting in the preparation of documentation for cases of non-school attendance.
- Assisting in the preparation of attendance and punctuality reports for key stakeholders.
- Working with the inclusion team to address any other issues that may be causing poor attendance.
- Identifying pupils for positive recognition and rewards.
- Contributing to and reviewing of working practices to inform the Attendance Policy.
- Completing administrative tasks to ensure the smooth running of the Academy.
- Recognising students with attendance issues and using action plans or attendance reports to make an improvement.
- To support the Data Manager and Exams Officer as needed
- To be prepared to cover absence for the Data Manager and Exams officer as needed.

Admissions:
Under the directon of the Vice Principal to be the key point of contact, responsible for student admissions in accordance with the academy admissions policy and Local Authority.

- To manage the procedures relating to pupil transfers in accordance with academy/LA policy.
- To be responsible for managing and maintaining school systems with regard to all pupil records.
- Under the leadership of the Vice Principal, to be responsible for the admissions process, (including Y7 intake, In-Year admissions and leavers including CTFs, managing waiting lists, transfer to secondary school etc)
- To liase with the Vice Principal to arrange prospective parent visits to the academy
- To liaise with class teachers/senior leaders to ensure that incoming children are managed effectively
- To maintain pupil record folders and files
- Responsible for ensuring all school admission packs are kept up-to-date and distributed when necessary

OTHER:
To undertake other various responsibilities as directed by the line manager and Principal.

SAFEGUARDING CHILDREN
Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensur that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Attendance and Admissions Officer
Person Specification

Our Purpose
Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document that accompanies this job description.

	Essential	Desirable
Qualifications	• Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications	• A relevant degree • A professional qualification relevant to the post such as social work, reaching, youth work or other related qualifications.
Experience, Skills and knowledge	• Working with children, young people, parents and families preferably within an educational context • Willingness to undertake travel as and when required • Working with professionals from other agencies and in a multi-agency context • Using IT systems to compile reports as well as analysing statistical data for monitoring purposes • School systems and an understanding of the issues affecting truancy and non- school attendance • Demonstrate an understanding of issues linked to confidentiality • Demonstrate an understanding of issues that may affect a student's ability to attend school • Ability to communicate effectively both orally and in writing especially with school staff, EWS, social workers and other professionals • Ability to use IT Systems effectively to produce reports, record information and monitor outcomes for individuals and groups • Ability to persuade and negotiate as well as good interpersonal/ communication skills	• Demonstrate knowledge of national attendance regulations for schools • Experience of work within a school attendance related service or school administration.

	• Demonstrate a solution focussed approach, collaborative working and enthusiasm to work with students, parents and carers in addition to school based staff.	
Personal Qualities	• Commitment to safeguarding and promoting the welfare of children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Excellent communication skills • The ability to work under pressure, including maintaining a positive attitude, in a demanding and busy environment • Able to use own initiative and imagination to ensure tasks are completed • Highly organised and efficient: capable of multi-tasking, working at pace and prioritising work in an effective manner • Have a willingness to demonstrate commitment to the values and behaviour that flows from the Oasis ethos.	