

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1182	Admissions and Attendance Officer	Grade 6	NJC 443	April 2008

Statement of Purpose

Under the direction of Senior Management, act as a point of contact for parents, ensuring high quality communication between home and school specifically on the admissions programme for pre-school children and on attendance for children at the school.

Support to Pupils

- To provide an effective admission programme for new children to the school.
- To act as induction mentor and tutor.
- Complete admission forms for new pupils and provide a welcome hour for new arrivals and parents.
- Carry out initial observations of new arrivals. To be involved in planning the programme of support for relevant pupils.
- To encourage pupils to complete homework and communicate with parents on homework issues.
- To establish a supportive and positive relationship with the children concerned and motivate and encourage when required.

Support to Parents/Guardians

- To liaise with staff regarding appropriate information and liaise with parents on issues relevant to their child.
- Complete holiday forms.
- To assist in maintaining regular contact with families/carers of children in need of extra support to keep them informed of the child's attendance, needs and progress, and to secure positive family support and involvement.

Support to Staff

- Support the SENCO in the development of programmes of support for identified children.
- To assist with the class teacher in the development of a suitable programme of support (IEPs) for children who need learning support.
- To provide regular feedback about the children to the Class Teacher and contribute with the assessment of children.

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Support on Attendance

- To support the management and leadership of the school, promoting the school's policies and setting the highest personal standards and to actively support the work of the school within the community.
- Monitor attendance, punctuality and lateness following up absence and lateness in partnership with the school education welfare officer.
- Track attendance of identified children and set targets and reward if achieved.
- To work with outside agencies such as health and social services.
- To support SENCo with home/school partnership. Clarify and explain instructions to parents and pupils.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification
Admissions and Attendance Officer
Level 3

Essential Criteria	Measured By
Experience • Experience of working to support children’s learning, gained in a relevant environment. • Experience of working with pupils demonstrating challenging behaviour.	AF/I
Qualifications/Training • NVQ3 in Child Care or Teaching Assistant. • Good numeracy/literacy/communication skills.	I
Knowledge/Skills • Excellent interpersonal skills to be able to relate well to a wide range of people. • Full working knowledge of relevant policies/codes of practice. • Understanding of principles of child development and learning processes and in particular, barriers to learning. • Ability to plan effective actions for pupils at risk of underachieving. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Effective use of ICT to support learning. • Use of other equipment technology – video, photocopier. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills.	AF/I
Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service	AF/I AF/I

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provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
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AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***