

## JOB DESCRIPTION

<b>JOB TITLE</b>	Administrator (Attendance)
<b>EMPLOYER</b>	The University of Brighton Academies Trust
<b>GRADE</b>	5
<b>LOCATION</b>	Lindfield Primary Academy
<b>RESPONSIBLE TO</b>	Academy Business Manager
<b>MAIN PURPOSE OF THE JOB</b>	<p>To support the Senior Leadership Team with managing and monitoring attendance to achieve agreed annual targets and adhere to statutory and legal requirements.</p> <p>To provide administrative and organisational support within the Academy and, being based in the Front Office, to be a welcome first point of contact for pupils, parents and visitors to the Academy.</p>
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<p><b>ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. Record and monitor academy's attendance data to agreed annual targets and meeting all statutory and legal requirements.</li> <li>2. Liaise with parents in person, by phone and in writing to unresolved absences; report information to the Principal and SLT about late arrives and poor attendees.</li> <li>3. Prepare formal correspondence related to attendance and absence as required by the Senior Leadership Team.</li> <li>4. Maintain pupil attendance records in the SIMS system, including daily check of class registers, liaising with teachers and parents regarding absent pupils and late pupils and ensuring absence is recorded, reported and investigated appropriately.</li> <li>5. Analyse and report to SLT on attendance trends and submit termly attendance reports required by the Local Authority and Trust.</li> <li>6. Collate information and complete various reports in relation to attendance (ie to the SLT and Trust and for DfE and local authority returns).</li> </ol>	
<p><b>ACADEMY ADMINISTRATION</b></p> <ol style="list-style-type: none"> <li>1. Organise and administer the after-schools clubs programme with key teachers, including liaison with external third party suppliers, parents, and pupils, developing the clubs timetable and confirming times and locations.</li> <li>2. Communicate the afterschool clubs programme to parents, collating and recording parental monies, managing enrolment &amp; capacity, and administering pupil premium club monies. Be the first point of contact for club queries. Supporting the ABM to ensure external suppliers provide appropriate documentation, evidence of qualification and adhere to the academy's Lettings and Afterschool Clubs policies.</li> <li>3. Receive and record cash payments from parents.</li> <li>4. Ensure pupil premium students are offered priority places on breakfast and afterschool clubs.</li> <li>5. Distribute ParentMail, keeping up to date with changes when necessary.</li> <li>6. Order school milk, fruit and meals, liaising with kitchen staff regarding special diet menus and children with allergies and providing weekly meal numbers.</li> <li>7. Prepare class lists for the start of each new academic year and update as necessary.</li> <li>8. Co-ordinate school diaries and arranging meetings (eg parent meetings and workshops).</li> </ol>	

9. Co-ordinate between students, parents and peripatetic teachers for music and language.
10. Assist the ABM with administration of DBS clearances for volunteers and club staff.
11. Maintain diary for the Community Room, William Allen Hall and Sports Hall.
12. On the rare occasions it may be required, assist the Principal with documentation and correspondence required for pupil exclusions and liaise with relevant parties within legal time-frames.
13. Support with the co-ordination of record pupil reports and results, and distribute individual reports to parents with accompanying letters from the Principal.
14. Support with tasks related to medical inspections e.g. for Reception screening & Year 6; arrange NHS communications to parents and co-ordinate vaccinations as required.
15. Support with maintaining links and communication with Governors, local community and media, sharing Academy news and inviting them to events. Act as key contact for the PTA and facilitate their communication with the parent body.

### **FRONT OFFICE MANAGEMENT AND ADMINISTRATION**

1. Ensure there is always appropriate and adequate cover of the Front Office.
2. As a member of the Front Office team, maintain a friendly, welcoming and continuous presence in the front office, monitoring all entries and exits to the academy and ensuring safeguarding procedures are adhered to in respect of pupils within the Academy.
3. Greet and receive visitors to the Academy and ensure they sign in and out in accordance with the Academy's procedures and monitor the e-signing-in station.
4. Administer first aid to pupils, staff and visitors throughout the day, completing necessary paperwork, reporting and incident report. Supervise children who are unwell, contacting parents as required. Administer and log prescription medication to children.
5. Deal with day to day queries from staff, pupils and parents, address email and telephone enquiries in a timely manner, forwarding messages to colleagues as required.
6. Liaise between teaching and facilities staff to highlight premises risks and issues.

### **GENERAL**

1. Prioritise and plan own work efficiently and to provide high quality services
2. To participate in mandatory training, professional development and performance management activities as defined by the Academy and Trust's policies and best practice.
3. To carry out responsibilities and tasks in line with the academy's policies, in particular in relation to Health and Safety, Safeguarding, Data Protection (GDPR) and Equal Opportunities.
- 4.

### **QUALIFICATIONS**

- Working at or towards Level 2 qualification (with demonstrable ability of English and Maths at GCSE level 5 or above).
- Appropriate and current First Aid certification or a willingness to undertake training.

### **EXPERIENCE**

- Administration of school attendance records and reports.
- Liaison with parents (or clients of another public service) to sensitively highlight and resolve issues
- Working with children and/or within a school environment.
- Accurately recording and reporting data on IT systems, ideally to include ParentMail, and SIMS.
- Providing support and high quality services to professional colleagues.
- Administering first aid to children and adults.
- Working as a member of high performing team.

- Being a member of a Reception or Front Office team (desirable)
- General administrative, data processing and/or financial work.

### **SKILLS AND KNOWLEDGE**

- Knowledge of (or willingness to learn) about statutory guidance for schools in relation to Attendance, Safeguarding, Health and Safety and data management (GDPR).
- Demonstrable ability of working in an organised and methodical manner to maintain efficient, accurate and auditable record keeping systems.
- Good standards of numeracy and written English.
- Good IT skills, working knowledge of IT systems and Office applications.
- Calm, pleasant communication skills and the ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents, teaching staff and members of the SLT.
- Ability to prioritise and complete varied tasks within a busy office environment.

### **PERSONAL ATTRIBUTES**

- Committed to the values, vision and mission of the Trust and to working to achieve best outcomes for all our pupils.
- Committed to safeguarding our pupils, staff and volunteers and upholding exacting standards of equality and inclusion and data protection.
- Ability to work with sensitivity and discretion.
- Enthusiasm, resilience and a professional manner.
- Actively identifies opportunities for personal development.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be amended or added to as appropriate.  
There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

**Date: October 2022**

### **Additional Information**

- All Support Staff posts within the Trust are subject to a one-year probationary period
- This post is subject to a Disclosure and Barring Services (DBS) check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**