

Haveley Hey Community School

School Attendance and Administrator Support

Job Description

All employees of The Children of Success Schools Trust are required to understand and contribute to the Trust's objectives and core values in promoting good outcomes for children.

Reporting to: Head of School

Working times: 35 hours / week term time only

Salary: Grade 3 points 4-6 £25,185 to £25,989 per annum FTE

Job Purpose:

The support the attendance officer and school administrator to

- Work with families, forming strong relationships to promote high levels of attendance
- Promote a positive attendance and punctuality culture to reduce levels of absence
- To provide general administrative support within school
- To cover break and lunchtime supervision of office staff.
- Handling incoming and outgoing communications. This includes answering phone calls, and responding to enquiries professionally and promptly.

Duties and Responsibilities

- To work closely with parents/carers, pupils and staff to support the improvement of attendance
- To support in the maintenance records of attendance on SIMS and use this data to identify and manage pupils/families with poor attendance/punctuality.
- To collate information with regards to the attendance of pupils who may be experiencing attendance difficulties in order to inform the school, governors, parents/carers and external agencies
- Maintain a high level of confidentiality and discretion when dealing with sensitive information, documents or conversations.
- To deal with and respond to enquiries from staff, pupils, parents and outside agencies.
- To undertake reception duties including to monitor and action all incoming communications including, telephone calls, post and the school email account.
- To schedule school visits for outside agencies, linked schools and parents.
- The postholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.
- To undertake home visits as designated by the school
- To complete relevant safeguarding training
- To keep up to date with SIMs training

The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

Note

All staff are required to complete a 3 month probationary period during which time suitability for the post will be assessed.

Person Specification – School attendance and administrator support

ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
<p>Personal</p>	<ul style="list-style-type: none"> • Flexibility. • Ability to use own initiative. • Resourceful, patient and resilient. • Calm and unflustered manner. • Ability to work in a team and alone. • Excellent communication skills. • Commitment to equal opportunities in service delivery and employment. • Flexible approach to supporting children and families. • Ability to maintain a professional manner in challenging situations. • Confidence to challenge difficult behaviour. • Confidence to challenge other professionals. • Smart and professional appearance and presentation. 	<ul style="list-style-type: none"> • Enjoys working within education. • A friendly manner and good sense of humour. 	<ul style="list-style-type: none"> • Interview • Application form • References
<p>Competence</p> <p>Knowledge Abilities Skills Experience</p>	<ul style="list-style-type: none"> • Good organisational and good time keeping skills. • Good inter-personal skills including mediation and conflict resolution. • Demonstrable awareness of legislation relating to school attendance. • Experience of working in an educational and/or social care setting with young people. • Effective communication with children, carers and other professionals. • Ability to display an understanding of social/welfare issues as they affect children, families and schools. • Ability to work on own initiative • Ability to deal with difficult situations. • SIMs experience 	<ul style="list-style-type: none"> • Ability to work under pressure • A positive attitude to personal development and training • Ability to prepare and write reports and produce factual and statistical information as required. • Knowledge of the education system • Experience in working within statutory/voluntary agencies dealing with children and families. 	<ul style="list-style-type: none"> • Application form • References • Certificates • Interview

Qualifications and Training	<ul style="list-style-type: none"> • Good level of literacy and numeracy 	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent • 5 GCSE's including grade C in English and Maths 	<ul style="list-style-type: none"> • Application form • References • Certificates • Interview
Special Requirements	<ul style="list-style-type: none"> • No adverse criminal record. • Visiting families in their homes is a regular requirement of this post. • Flexibility in work pattern may be required occasionally. 	Car owner and full driving licence	<ul style="list-style-type: none"> • DBS Disclosure • Application form • References • Certificates • Interview