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| **School Administrator**  (With responsibility for attendance and other administrative support)  Initial hours 8:30am to 1:30pm  5 days a week  Term time only.  Grade D (SCP 4 to 6)  One year fixed term variable contract to 31/08/2023 or permanent for the right candidate.  Start Date –1st September 2022 (or as soon as possible thereafter)  Closing date – Wednesday 29th June 2022  Shortlisting – Thursday 30th June 2022  Interviews – Week commencing 4th July 2022  Please download the application pack from the school website  [www.northsteadprimary.co.uk](http://www.northsteadprimary.co.uk) |
| Some additional out of hours work will be required due to the nature of the role.  E.g. Attendance at Governor’s Meetings, Open evenings, cover etc |

##### JOB DESCRIPTION

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| POST: School Administrator (with responsibility for attendance) | | |
| GRADE: Grade D | |  |
| RESPONSIBLE TO: Business Manager / Deputy Headteacher | | |
| STAFF MANAGED: None | | |
| POST REF: NsteadA2022 | |  |
| JOB PURPOSE: | To complement the professional work of teachers and leaders by taking responsibility for implementing the schools Attendance Policy and providing administrative support to the school office and the senior leadership team.  To take the lead on improving the attendance of all students.  Work with identified students (and their families) whose attendance is a barrier to their performance.  Lead on recording, monitoring, evaluating and reporting on attendance data to school leaders (inc governors).  To provide an administrative support service to the Headteacher and the school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder may be responsible for some basic finance duties depending on the size of the school. | |
| JOB CONTEXT: | Work within the school, promoting good attendance and identifying students with poor attendance and working with them and their families to improve their attendance at school.  Supporting administration in school, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken  This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.  An ability to fulfil all spoken aspects of the role with confidence through the medium of English | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | |
| Operational Management | * Communicates with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties * Report any child who is absent without reason to safeguarding team as a potential safeguarding issue. * Accurately input absences, including reasons for absences, onto the school’s data management system. * Produce a daily absence list for use in a fire call * Monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students * Work with identified poor attendance and disengaged students and their parents/carers on short and medium term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate * Monitor and evaluate the effectiveness of strategies with individual students * Actively promote good attendance with all students and promote the schools attendance policy and strategy * Administer student holiday request forms, and communicate in writing with the parents whether the leave is authorised or not authorised * Undertake other general administration duties as required by the office team and the senior leadership team * Develop support materials and information to communicate clearly to students the school’s attendance policy, raising the profile of attendance and punctuality within the school * Maintain a diary of appointments and activities for the Headteacher and other senior leaders * Support the Headteacher and other senior leaders in the organisation and detailed planning of school events * Work with the school’s business manager when and where required to ensure effective administration support across the school (including providing reception cover if needed) | |
| Communications | * Act as first point of contact in response to telephone and face to face enquiries for the Headteacher * Communicate with school staff, visitors, pupils, and their families/carers. Updating staff on student attendance and work with the staff to identify students with issues that are affecting their attendance at school * Develop and maintain effective contact and communications with parents/carers and families, including home visits where appropriate * Meet regularly with school leaders to discuss current issues and developments relating to attendance and punctuality * Establish links and communicate with feeder schools to gain any relevant information about attendance records of new students * Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate * Provide advice for students returning after long periods of absence, encouraging them and assist in planning their re-integration | |
| Partnership or Corporate Working | * Attends meetings with external agencies as appropriate and follow up on actions required | |
| Skills Development | * To demonstrate and advise new staff on the accurate recording of student’s attendance on the register * Participate in team meetings and attend any necessary training events * Participate in the schools performance management system | |
| Safeguarding | * To be committed to safeguarding and promote the welfare of   children, young people and adults, raising concerns as appropriate | |
| Systems and Information | * Ensure that staff have completed the registers * Maintain an accurate system for students signing in and out of the school * Provide accurate and up to date statistical data and reports * Oversee the signing in late procedures and ensure that minutes late are recorded on the school’s data management system. * Maintain and update accurate computerised and manual records and communicate with parents/carers as required | |
| Planning and Organising | * Assist in developing systems and procedures to improve attendance and administrative processes | |
| Data Protection | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality | |
| Health and Safety | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure * To work with colleagues and others to maintain health, safety and welfare within the working environment | |
| Equalities | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities * Within own area of responsibility work in accordance with the aims of the Equality Policy Statement | |
| Flexibility | North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures | |
| Customer Service | The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment  * The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values | |
| Date of Issue: | June 2022 | |

**PERSON SPECIFICATION**

**JOB TITLE: School Administrator – Band D**

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| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   * An understanding of issues that may affect a student’s ability to attend school * An understanding of the family support services available in the local area * Knowledge of administrative and office systems | * Knowledge of attendance regulations and targets * Knowledge of school procedures * Knowledge of child protection legislation and procedures |
| **Experience**   * Experience of working with a data management system * Administrative experience in a fast paced environment * Experience of working with children and young people and their parents/carers | * Experience of working in a primary school environment * Experience of implementing attendance policies |
| **Occupational Skills**   * Excellent communication skills, including advisory and persuasive skills * Ability to establish positive and effective relationships with children and young people * Organisational skills * Excellent ICT skills * Analytical skills * Ability to keep accurate records * Ability to work successfully as a team * Ability to work on own initiative * Confidentiality * Report writing skills |  |
| **Qualifications**   * GCSE Grades A\* to C (9-5) in English and Maths or other equivalent. | * Level 3 qualification in business/finance/administration or equivalent. |
| **Other Requirements**   * Enhanced DBS clearance * Commitment to the schools policies and ethos * Commitment to Continuing Professional Development * 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. * Flexibility * The ability to converse at ease with all stakeholders and provide advice in accurate spoken English is essential for the post. |  |