

JOB TITLE: School Attendance and Admin Assistant

NORMAL LOCATION: Silverstone UTC, Silverstone Circuit.

SCALE & SALARY RANGE: £21,269 – £23,953 FTE

HOURS OF WORK: 9am – 5pm, term time only

Full time/part time/job share considered

RESPONSIBLE TO: Business Manager

OVERALL PURPOSE OF JOB

To assist the UTC Executive Team in meeting its obligations and targets in relation to school attendance.

DUTIES AND RESPONSIBILITIES

- To organise and manage a comprehensive and high quality attendance and punctuality system for registration groups and classes.
- To manage day-to-day operations of the attendance and punctuality system.
- To liaise with staff, students, parents and authority personnel on matters relating to attendance and punctuality matters, in particular any Persistent Absentee students.
- To encourage all staff to consistently adopt the attendance and punctuality policies.
- To train and support staff in use of the systems, particularly for new staff as part of their induction.
- In collaboration with others, set and regularly review attendance targets.
- To provide accurate and timely monitoring reports as requested.
- To communicate effectively with staff, students and parents and outside organisations on attendance issues.
- Attend meetings with the Education legal team as a representative of the UTC in all case discussions.
- Undertake Education Welfare Officer case discussions with parents/carers
- To ensure the UTC complies with legislation regarding attendance.
- To keep up-to-date of new regulations and initiatives, communicating these to staff.
- To encourage positive responses between parents and students with regard to the attendance policy.
- To ensure data from previous schools is obtained relating to Attendance and Punctuality.

- To attend weekly meetings to discuss and agree strategies for individual students.
- Assist whenever time allows with any administrative tasks necessary, particularly during examination periods.
- Attendance at staff briefing where possible.
- Take ownership of various projects to meet the needs of the school in order to achieve project goals and assist the effectiveness of the school.
- Undertake such other duties as may be required by Principal or Business Manager.

General duties applicable to all staff employed at the School:

Duty		Description
A	School policies	To undertake all duties and responsibilities in accordance with UTC policies, including Equal Opportunities; Data Protection; Health & Safety; Child & Vulnerable Adult Protection; and Quality and Financial regulations. To report any concerns to the appropriate person
B	Training & professional development	To take full responsibility for personal professional development and training
C	Performance appraisal	To participate in the UTC Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the UTC and Departmental Strategic Plans
D	Flexibility	To undertake such other duties as may reasonably be required, commensurate with grade, at place of work
E	Probationary period	The post holder should be able to do the job competently after 6 months

This is a description of the job as it is at presently constituted.

It is the practice of the UTC to periodically examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by the manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the UTC's aim to reach agreement on reasonable changes, but if agreement is not possible the UTC reserves the right to insist on changes to your job description after consultation with you.

PERSON SPECIFICATION:

Criteria	Essential	Desirable
Education and Qualifications	<p>Good Standard of A Level or equivalent qualifications or relevant work experience.</p> <p>Willingness to undertake further work related training.</p>	Degree in a relevant subject
Experience and knowledge	<p>Willingness to undertake training in understanding the Data Protection Act and its application in the workplace.</p> <p>Excellent knowledge of Microsoft Excel and Access.</p> <p>Knowledge of the SIMS database or a similar database.</p>	<p>Excellent knowledge of the Data Protection Act and its application in the workplace.</p> <p>Expert User of SIMS modules.</p>
Skills and Abilities	<p>Good technical skills.</p> <p>Effective organizational skills.</p> <p>Strong analytical skills.</p> <p>Commitment to quality and continuous improvement.</p> <p>Ability to work under pressure and to tight deadlines.</p> <p>Accuracy and attention to detail.</p> <p>Ability to engage with end users in a positive way to manage issues and to enhance their experience of using the systems.</p> <p>Ability to convey / train / enthuse users of SIMS to use the system effectively.</p>	<p>Working in a school</p> <p>Proficient user of Management Information Systems in a school setting (e.g. Capita SIMS)</p>
Other	Willingness to be flexible with working hours to respond to employer's needs.	

Safeguarding

The governing body is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will therefore be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).