



Post Title	Senior School Administrator (leading on Attendance)
School / Organisation	Avanti Fields School
Location	Leicester
Grade	Grade 6, £28,565 per annum <i>Approximately £22,497 per annum, pro rata. (0.78758 FTE)</i>
Hours	35 hours per week
Contract Type	Permanent Term Time only + 2 weeks (39 weeks)
Reports to	Office Manager
Preferred Start Date	June 2024

MAIN PURPOSES OF THE JOB

To monitor and report on whole-school attendance data, analysing data to identify areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue. Liaise with the relevant local authority agencies, including early help, to ensure punctuality and attendance are in line with or better than national averages.

Responsible for the management of staff, including commissioning and delegation of relevant activities.

To provide effective and efficient student and family support service, with minimal supervision, focussing on attendance, punctuality and admissions.

RESPONSIBILITIES OF THE JOB

Attendance

- To monitor whole school attendance data and advise key staff of trends, concerns, and referrals.
- Provide a termly report, highlighting key information/trends.
- To make arrangements for, and to lead on meetings with regards to individual pupils experiencing attendance issues whilst adhering to the requirements of the Local Authority's formal processes (e.g. Fixed Penalty Notices; parenting contracts, stage 3 referrals etc).
- Work in close partnership with the Local Authority Educational Welfare Officer, ensuring vulnerable families and children are prioritised when reviewing attendance.
- To contribute to multi-agency/multi-disciplinary meetings, groups, interventions, plans and strategies as necessary and to maintain effective liaison with other services in the Children, Families and Adult services, as well as other services and agencies concerned with the education and welfare of children, especially regarding attendance concerns.
- To support the school in fulfilling their legal obligations in relation to Children Missing in Education, supporting them in completing the necessary paperwork and advising on when this should be done, working in line with the Local Authority's procedure.
- Work with parents to help them understand and fulfil their legal responsibilities in respect of attendance under the Education Act 1996.
- Implement Early Intervention strategies when a child first shows signs of becoming a persistent absentee (EI meetings, TAC meetings, referrals to other agencies)
- Ensure that any relevant cases are referred to the Designated Safeguarding Lead within the school and that appropriate referrals are conducted.



- Carry out announced and unannounced home visits as necessary in order to engage parents, agree action and to improve engagement and attendance.
- Monitor and record outcomes of all meetings attended.
- Work with agencies within and outside of Children's Services to ensure a co-ordinated approach to improving attendance,
- To be responsible for the twice daily accurate processing of statutory registers and any required follow up actions.
- Contact parent/carer on first day of absence for an explanation of absence, where these have not been received, and ensure that registers are updated
- Monitor registers and work collaboratively with other colleagues to ensure that presence, lateness, unauthorised or authorised absence are recorded accurately on all registers in a manner that support relevant School Policies. Follow up with teaching staff for missing registers
- Liaise with Senior Leadership Team, Phase leads, and other relevant staff regarding students who are of concern and issues of punctuality.
- Ensure compliance with the DfE guidance on attendance and maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance in order to be able to offer informed advice to parents, school staff and others.
- Liaise with the Leadership Team and advice on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.

General Responsibilities

- As a member of staff who works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- Participate in training and other learning activities as required.
- Attend and participate in meetings as required.
- Perform all other reasonable requests as required within the grading of your post.
- Respect confidentiality at all times.
- Ensure contact details of students, parents and contacts updated and accurate on Arbor
- Data Collection – Ensure that student detail requests made by parents are updated correctly and promptly. Organise annually for parents to check information held and ask that requests for updates made via Arbor parent portal.
- Assist the BSM in completing the census by providing accurate up to date data.
- Assisting staff and students with general queries and requests.
- To attend parent's evenings and open days/evenings as required.
- To attend relevant meetings and training sessions.

Senior Administration

- To line manage other admin/support staff as directed by the Principal/BSM and ensure they carry out their essential daily duties.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- To identify training needs of admin/support staff and organise appropriate development opportunities in liaison with your Line Manager.
- To support in the recruitment of admin/support staff as required.

Data



- Support the onboarding and enrolment of students within Arbor and other key Trust systems.
- Support the data for statutory returns, e.g. Census.
- To support the school in continuing to develop and maintain effective and efficient systems of work by attending data meetings organised by the leadership team.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.

PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Educated to A level standard or NVQ3	X	
2.	First degree or equivalent		X
3.	Level 1 + safeguarding qualification		X
4.	Knowledge of the legislation that applies to the attendance for pupils including the Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013) and the DFE School Attendance Guidance (July 2019)	X	
5.	Excellent numeracy and literacy skills	X	
6.	Communicate clearly in English with all sections of the school community both orally and in writing.	X	
7.	Highly organised with good time management skills and the ability to work under pressure and independently	X	
8.	Adaptability and flexibility in working practices and the ability to use their initiative	X	
9.	A high degree of professionalism in their approach to work and tasks set	X	
10.	Displays commitment to the protection and safeguarding of children and young people	X	
11.	Ability to handle sensitive issues keeping confidentiality as required.	X	
12.	Be able and willing to undertake staff training and development courses, some of which may be outside of normal working hours, to develop and maintain technical qualifications for the role.	X	
13.	Ability to adhere to working procedures and policies within the school environment.	X	
14.	Ability to form good working relationships with colleagues, students and parents and work as part of a team	X	
15.	An understanding of basic health and safety requirements.	X	
16.	Demonstrate a positive, active and cooperative outlook	X	
17.	An approachable, accommodating attitude relating well to children and adults	X	
18.	High standards embracing honesty, integrity, loyalty and trustworthiness	X	
19.	Able to remain calm and act sensibly under pressure	X	
20.	Present a good role model to students	X	



FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf>