

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Job Title Officer Supervisor / Attendance Officer

Responsible to: Headteacher

Purpose

- To be responsible for the day to day running of the academy office and reception areas, reporting to the Headteacher.
- Proactively support the development of an effective learning community through the effective delivery of administrative services.
- Line management responsibility for administration assistants and receptionists.
- Responsibility for first aid.

Key Responsibilities

Administration

- Provide full administration support for the academy and ensure administration staff are organised, directed and trained to meet their requirements.
- Update general office procedures to reflect current practice and embrace new technologies.
- Manage pupil data for administrative purposes, including:
 - Preparation and processing of data collection for all pupils on an annual basis in line with data protection requirements
 - Generating reports on attendance as required
 - Setting up new year groups on MIS system as appropriate
- To ensure the accurate completion of the Census.

Organisation

- Ensure the effective operation of the academy office and reception so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to appropriate person/location.
- Assist staff in the organisation of events such as trips, sports day, parent's evenings, productions etc, and to organise associated administration.
- Oversee the organisation of school clubs
- Ensure the office is set up for the new academic year including setting up new registers, preparing noticeboards, contact lists, etc.

Finance

- Assist the Finance Department as appropriate and follow the correct procedures for cash handling at all times.
- Ensure that the academy receives value for money on all contracts and orders relating to the office.

HR

- Coordinate and manage the induction process for new office staff.
- Coordinate holiday and time off for office staff ensuring sufficient cover at all times.
- Be an integral part of the recruitment process of new administrative staff working closely with the Headteacher and HR.

Resources

- Operate relevant equipment and computing software.
- Maintain stationary stock levels for the office and associated areas.
- Ensure the website and the Trust Shared Area is up to date at all times with events, bulletins, calendar and newsletters uploaded
- Oversee the first aid budget, ordering sufficient stock.

Management

- Day to day management of office staff working alongside the Headteacher.
- Hold regular team meetings with office staff to address any issues arising and to raise these with the Headteacher at weekly meetings.

- Line manage office support staff, delegating appropriate tasks to meet the needs of the academy and the academic year.
- Act as the overall leader for attendance monitoring ensuring the daily task of chasing attendance is completed (personally or delegated).
- Conducting the appraisal processes for the office staff and identifying any training needs

General

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Participate in training and other learning activities as required.
- Set high expectations of conduct whilst acting as a good role model for others.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- Provide an administrative service for the school supporting any educational initiatives as required.
- Oversee the administration for Free School Meals
- Organise and maintain the electronic school diary

Support for parents

- Assist parents and carers with general enquiries.
- Undertake reception duties, answering telephone calls and face to face enquiries as required.
- Undertake routine administration as requested.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the CEO in consultation with the post holder as appropriate to the changing needs of the Trust, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

**Attendance Officer / Officer Supervisor
Person Specification**

	Essential	Desirable
Good standard of education.	*	
Excellent ICT skills with experience of MS Office packages (Excel, Word, PowerPoint)	*	
Excellent interpersonal skills.	*	
Good attendance record.	*	
High level of secretarial skills.	*	
Polite and cheerful team member.	*	
Ability to work on own initiative and prioritise work.	*	
High standard of personal presentation.	*	
Experience of effectively using a range of specialist ICT packages to support different office functions		*
Excellent organisational skills.	*	