

Job Description: Attendance and Pupil Officer

Grade: Aquila Pay Level D (37 hours per week, 38+ 1 week a year)

Responsible to: Executive Headteacher

Purpose of the Job:

To lead on the administrative and organisation of student services with overall responsibility for the upkeep of pupil records on our MIS, admissions and PESE, across the school. To work alongside the reception and admin officers to ensure the efficient and effective everyday smooth running of the school's administration systems. To lead on all matters relating to pupil attendance and absence.

Key duties and responsibilities:

- 1 Responsibility for ensuring accurate student information is held electronically on our MIS with particular attention to specific information (PP, medical, home details etc)
- 2 Responsible for all aspects of pupil attendance including daily monitoring and recording of attendance, absence and late pupils, with support from the admin and finance officer
- 3 Liaise with SLO/FLO on persistent absentees and organise correspondence to parents on attendance issues and subsequent penalty notices in line with school policy
- 4 Analyse and evaluate data and information and run reports on absence and attendance. Follow up with parents and outside agencies as per the school policy including first day calling for absentees
- 5 Ensure that all children eligible for FSM are registered and that school records are up to date before the census
- 6 Responsible for undertaking the school pupil census, gathering all information in given timescales and submitting to DFE 3 times a year
- 7 Responsible for liaising with pupils, parents/carers in matters admissions
- 8 Responsible for all admissions including Reception intake, PESE and in year casual admissions, uploading and downloading CTFs as necessary
- 9 Responsible for the archive of pupil records, summer update, transfer of records in appropriate form and annual filing of school reports on our MIS and parent responses in paper files
- 10 Undertake End of Year procedures on our MIS
- 11 Assist with the administration of extra-curricular clubs within the school
- 12 Work alongside the reception and admin officer on the breakfast and afterschool club bookings and payments, ensuring that additional bookings have the correct staff allocation ratio and that weekly resources are ordered
- 13 Support the reception and admin officer in the everyday use of our on line payment system
- 14 Maintain and operate the school communication system for email and texts
- 15 Ensure the school complies with any legislation, policy or procedure in relation to safeguarding, data protection and freedom of information
- 16 To receive/administer prescribed medication in line with school policy
- 17 Undertake appropriate professional development linked to the job role and responsibility
- 18 Support the SBM and SLT in devising effective marketing and promotion strategies/material for the school, including organisation of events and open days/evenings, for example, new reception intake or parents information evenings.
- 19 Responsible for liaising with prospective parents and promoting a positive view of the school through appropriate visits, prospectus etc
- 20 Undertake reception duty as needed, alongside the reception and admin officer, warmly welcoming all visitors to the school either in person or over the telephone ensuring effective and efficient running of the front office

Person Specification: Administration and Pupil Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 Diploma (or equivalent)
EXPERIENCE	<ul style="list-style-type: none"> General experience of working in an administration role.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Keyboard skills, applied with precision and speed. Communicates basic information to teachers, other staff and external suppliers. Literacy and numeracy skills. Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions. Ability to organise and prioritise workload to achieve deadlines. Ability to communicate pupil information to teachers, other staff and external officers. Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information. Ability to investigate queries and anomalies when required. Ability to operate computerised and manual filing systems and to make improvements where necessary. Ability to process and maintain SIMS records. Commitment to equalities and the promotion of diversity in all aspects of working.
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of a range of MIS systems Knowledge of the admissions processes for Kent and key deadlines Knowledge of the DFE census process Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages. Awareness of GDPR Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol. A good knowledge of 'Keeping Children Safe in Education' and school safeguarding procedures