**Admissions and Attendance Officer**

[**Bishop Chavasse Primary School, Tonbridge**](https://www.kent-teach.com/School/Directory/Details.aspx?SchoolId=2778)

**Pay:** £20,351 - £21,000 FTE

**Start Date:** March/April 2023

**App Close Date:** 20th March at 15:00

**Interviews:** w/c 27 March 2023

**Job Description**

We are looking for an efficient, organised and enthusiastic person to lead and manage all aspects of admissions and attendance at Bishop Chavasse CofE Primary School. The successful candidate will actively promote the school to maximise admissions using tools and strategies to encourage families in Tonbridge and surrounding areas to make Bishop Chavasse their first choice for primary education, and be ready to liaise with families to facilitate maximum attendance. Previous experience working in a school would be an advantage but is not a pre-requisite as full training will be given.

**Salary Scale:**

Tenax Schools Trust KR4 £20,351 - £21,000 FTE. Term time only plus 5 days. This equates to approx £18,000.

The hours would be 8:30 - 4:30 Monday – Friday, term time only - plus five additional days throughout the year. Applications for part-time/flexible hours and job-share appointments will be considered.

Visits to the school are positively encouraged. Please contact the school office to find out more and arrange a convenient time. Please contact Nicola Stanton on 01732 676040 or email [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk) to book a visit. For further details and an application pack, please visit the Vacancies section on our [school website](https://www.bishopchavasseschool.org.uk/vacancies-2/).

**Admissions**

* Lead and manage the admissions strategy and policy to maximise new admissions.
* Collaborate pro-actively with the Early Years team to encourage and maximise new entrant numbers.
* Liaising with outside agencies, undertake publicity activity to encourage Bishop Chavasse to be first choice for Early Years.
* Analyse acceptance choices of places to understand parents’ acceptance criteria of place offers and reasons for non-acceptance.
* Work with the Comms Manager to ensure the website is kept up to date. Be critical and ask yourself “would you come to this school?”
* Manage school tours, devising ways to positively maximise tour impact.

**Attendance**

* Work collaboratively with the Senior Leadership Team (SLT), SENDCO and teachers by owning and improving attendance policy.
* Set a target attendance goal and have strategies to improve in all years.
* Encourage attendance including timely attendance. Communicate positively daily with parents/carers in respect of non-attendance. Be the positive face of the school.
* Provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
* Ready to liaise with and visit families to facilitate maximum attendance. Will need a firm fair approach, good influencing skills and ability to work with a diverse range of families to ensure attendance is taken seriously, helping children/families to help themselves adopting a no nonsense approach to enforce appropriate strategies.
* To acquire and maintain a working knowledge of the statutory framework relating to School attendance, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
* Promote positive attitudes among students and families towards education and ensure that parents are made fully aware of their statutory responsibilities.
* Research and analyse ‘Best Practice’ from other schools and Ofsted in terms of improving attendance, reporting findings and implementing strategies in discussion with SLT.
* Undertake the census for pupils.

**Other**

* Adaptable, imaginative, creative and flexible in approach to the work.
* Self-motivated and the ability to identify your own training needs and a willingness to attend relevant training courses or other training.
* Be the second point of contact in the office for reception including telephone answering.

Generic duties relevant to all members of staff

* 1. Tenax Schools Trust

All staff are expected to be committed to the ethos of the Trust in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the Staff Handbook.

Your role is expected to be largely based at the school, however you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

* 1. Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

* 1. ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

* 1. Health and Safety

Employees are required to work in compliance with the Trust’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

* 1. Safeguarding

The Tenax Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Tenax Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Headteacher and the CFO. This job description will be reviewed annually and is an integral part of the appraisal and line management process.

**Person Specification**

**Admissions and Attendance officer**

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| **Requirement** | **Essential or Desirable?** |
| **General Requirements** | |
| Good general education | Essential |
| Good ICT skill | Essential |
| Able to work well within a team | Essential |
| Able to work under pressure | Essential |
| Good organisational skills | Essential |
| Able to work accurately and with attention to detail | Essential |
| Ability to work on own initiative | Essential |
| Good communication skills, both written and oral | Essential |
| Willing to develop personal skills through training | Essential |
| Flexible and adaptable | Essential |
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| **Post Specific Requirements** | |
| Good understanding of Admission and attendance policies | Essential |
| Good working knowledge of SIMS and other attendance/SENCO systems. | Essential |
| Ability to drive new admissions at EYFS stage | Desirable |
| Website management Skills | Desirable |
| Marketing and promotion skills | Desirable |