**Job Description:** Attendance Officer & Receptionist

|  |  |
| --- | --- |
| **School:** | **Palm Bay Primary School** |
| **Grade:** | **Trust Range 4 & 5 (split between both positions)** |
| **Responsible to:** | **School Business Manager** |

**Purpose of the job:**

Work alongside key school staff to promote whole school attendance strategies and to work with pupils and their families to improve levels of attendance.

Undertake duties associated with the admission of the EYFS intake and transfer of pupils between schools.

Undertake administrative duties and support the rest of the admin team.

**Key Duties and Responsibilities:**

**Attendance**

* To use the school’s information management system (Arbor) to maintain accurate pupil attendance and lateness records and produce relevant reports for the leadership team
* To collate information with regard to attendance of pupils who may be experiencing difficulties in order to inform Deputy Headteacher, School Liaison Officer, parents and carers
* Analyse the data produced from reports to highlight patterns and areas of concern, alerting the Deputy Headteacher and other members of the SLT
* Prepare documentation in a timely manner and effective format prior to meetings
* Follow up pupil absence and lateness by telephone or text on a daily basis with guidance from relevant colleagues, making appropriate referrals
* Report any welfare and/or child protection concerns as per the school policies and procedures
* Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance

**Admissions**

* Assist EYFS Phase Lead with arrangements for the new EYFS intake, Market Place and Transition events
* To be responsible for managing and maintaining Arbor with regard to all new EYFS and In Year Admission pupil records
* To liaise with SLT and class teachers to ensure that incoming children are managed effectively
* To maintain pupil record folders and files
* Responsible for ensuring all School Admission Packs are kept up to date
* Ensuring School Admission Packs and Reception Admission Packs are completed and returned to the school, liaising with parents/carers and supporting with the completion of forms
* Preparation of information and pupil records for forwarding on to other primary schools as necessary

**Administration / Reception Duties**

* Maintain up to date Pupil Records on an annual basis; collate responses, action any amendments advised by parents and inform colleagues of such changes if appropriate
* Maintain Consent Spreadsheet; informing colleagues of any changes
* Maintain Allergy/Health/Medical Condition Report; informing colleagues of any changes
* Ensure pupil medications held in school are in date and replenished as needs be
* Maintain up to date medical forms; liaise with families at least annually to ensure pupil’s medication needs are being met
* Ensure colleagues are in date with their First Aid Qualifications, booking First Aid Courses as needed, including EpiPen and Asthma Refresher training for all staff
* Welcome visitors to the school. Process ID checks and ensure visitors are signed into Entrysign
* Work with the Data Protection Lead (DPL) to implement recommendations made in the data protection audit and to ensure principles set out in the GDPR Policy are adhered to when processing personal data.

Footnote: This job description is provided to assist the jobholder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post