**Trinity School, Sevenoaks**

**Job description & Person Specification**

**Pastoral Administrator/Attendance Support Officer**

Job Title: Pastoral Administrator/Attendance Support Officer

Responsible to: Senior Assistant Headteacher

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

The Pastoral Administrator/Attendance Support Officer forms part of our Pastoral Team and reports to the Senior Assistant Headteacher (SAH). The Pastoral Administrator/Attendance Support Officer has responsibility primarily for providing administrative support for the SAH and wider Pastoral Team, including attendance.

**Main Responsibilities**

* To maintain the SIMS records ensuring they are up to date e.g. student records, telephone numbers
* Be responsible for the annual data collection forms process including the updating of SIMS
* Collate Year 6 attendance data for new students
* Take school leavers off roll and send electronic files
* Assist with the school vaccinations process
* Assist with the school photographs process
* Input, record and file attendance data as required
* Update pastoral noticeboards/signs around school
* Complete a first aid at work training course and administer first aid as and when required
* To produce reports as required by the SAH
* Provide administrative support to the Attendance Officer which could include, amongst other duties:
* monitoring truancy lesson by lesson (AM marks) and alerting staff as required to locate missing students.
* carrying out administration and record keeping relating to student absence/attendance ensuring the electronic registration system is updated, investigating any missing data with class teachers.
* recording student absences and late arrivals on SIMS, maintaining accurate attendance records.
* In the Attendance Officer’s absence:
  + provide cover for attendance.
  + take school leavers off roll.
  + act as the initial point of contact for parents/carers regarding attendance issues, providing routine advice as required and explaining attendance expectations to parents in accordance with school policies.
  + make initial enquiries with parents/carers regarding unexplained absences/lateness, including first day calling/texting.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | GCSEs (or equivalent) with grade C/4 or above in English and maths |  |
| **Experience** | * Experience of working with people in challenging emotional, personal or practical situations * Previous office or administrative experience | * Previous office or administrative experience in a school environment |
| **Knowledge** | * Knowledge of safeguarding requirements for working with children | * Working knowledge of SIMS |
| **Skills** | * Excellent IT skills; intermediate Excel and Word * Good standard of numeracy and literacy * Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities * Ability to balance priorities and to take responsibility for the completion of tasks * A good skill level of checking integrity of data * Willingness to take part in additional training when the acquisition of new skills is required | * Ability to use a range of school specific packages |
| **General/**  **Personal Qualities** | * Ability to deal with people at all levels * Smart, business-like, professional appearance * Capacity to remain calm and to cope under pressure * A team player; collaborative worker * Self-motivated * Able to use initiative * Proactive * Ability to contribute greatly to the wider life of the school * Driven with a desire to improve systems within a specialism * Resilient * Strives for excellence in every aspect of school life * Understanding the need to convey the professional image and ethos of the school * Organised, accurate and detail conscious * Maintain confidentiality and work with discretion at all times * Conscientious and reliable * Determination and perseverance * Enthusiasm   Patience |  |

Signed: ……………………………………………… Employee: ………………………………….