



Barton Manor School (BMS)

Job Description

Name:

Job Description:

Attendance Officer and General Administrator

Grade:

BCAT 6

Employed for:

37 hours term time only + 5 SDD

Hours:

8.00am-4.00pm Monday to Thursday and
8.00am-3.30pm Friday, with 30 minutes (unpaid)
break for lunch

Professional Relationships:

Responsible to:

Assistant Headteacher for Attendance & Safeguarding, Head's PA / Office Manager for Administration

Responsible for:

Purpose:

- To manage and oversee all issues relating to attendance in the School. To improve attendance rates, reduce student absence and engage with families to support them to ensure they fulfil legal responsibilities.
- to carry out general support duties so that work is completed to the required standard and support in office administration.

Skills required: Good skills with EXCEL and E-Mail are essential. Must be capable and willing to learn other ICT packages such as BROMCOM.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them

- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Skills, Experience and Person Specification

The successful applicant should have the following skills:

Essential skills

- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- Good standard of education (level 2/3 or higher is desirable) and a willingness to gain professional qualification in this field
- Must be capable and willing to learn other ICT packages such as BROMCOM.
- Excellent communication skills
- Excellent ICT skills, including ; Word, Excel, Outlook, internet
- Excellent knowledge and understanding of the Admissions Code of Practice and other related statutory guidelines and practices
- High level of professionalism and can maintain confidentiality
- Very good interpersonal skills
- Work under pressure
- Meet deadlines
- Organised
- Able to take the initiative
- Flexible

Necessary Experience

- A relevant professional qualification in working with young people is desirable
- At least 2 years' experience of working closely with attendance
- Must be motivated and be able to work independently with minimal supervision.
- Working with pupils who have emotional and behavioural/medical difficulties.

- Working with parents/carers who are needing support to manage their young people
- Working in partnership with a range of professional and agencies
- Appropriate knowledge of statutory legislation
- Knowledge of policies and procedures relating to child protection, health, safety, security and confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults (e.g. parents)
- Own transport

Person Specification

- Sense of humour.
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations.
- Discretion
- Assertive
- The ability to work as a member of a collaborative team.
- The capacity to remain calm and to cope with the unexpected.
- Excellent health and time keeping record.

Job Description

Accountabilities – Attendance	Indicative tasks/actions
Accountable for Attendance	<ul style="list-style-type: none"> • Improving attendance rates, reducing student absence and engaging with families to support them to ensure they fulfil legal responsibilities • To facilitate effective partnership between parents and the School • To work in partnership with colleagues and others to contribute to the reduction of disaffection, anti-social behaviour to improve attendance
Key responsibilities for Attendance	<ul style="list-style-type: none"> • Advise key staff (SLT, HOY, SENCO) on student absence and suggest strategies aimed at improving engagement in education provision, reducing disaffection and increasing self-esteem amongst the most challenging students. • Attend higher level multi-agency meetings if directed • Provide support and advice to colleagues regarding the monitoring of attendance for all students and systems to follow-up absence. • To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision. • Work in partnership with colleagues to improve attendance rates by establishing effective partnerships with teaching and core staff. • Provide regular and timely attendance data • Interview pupils, parents and others on site, at their home or any other venue • Follow prosecution procedures and prepare evidence for fixed penalty notices for the AHT/DHT to deliver cautions, parenting orders, Education Supervision Orders and other education related orders.

	<ul style="list-style-type: none"> • Offer appropriate targeted support to families and young people, which enables them to engage fully in education provision and to contribute to multi agency working groups that work to reduce youth involvement in anti-social behaviour and crime as victims and perpetrators. • Support the School's responsibilities for monitoring the movement of young people between schools and their access to education provision • Be aware of and adhere to all child protection procedures ensuring the safety of young people remains paramount. • Attend case conferences and liaise with professionals from other agencies where appropriate. • Maintain case records and contribute to the School's databases and record keeping system, which are ICT based. • Identify, refer and track vulnerable young people in partnership with other professionals. • Seek and accept supervision and advice from the EHT/HT/SLT • Undertake other duties as directed by line manager commensurate with the post. • Attend attendance meetings with the HOY with students below 95% • ISATs (individual Student Attendance Target) • Rewards for 100% attendance for each week and the previous term • Reviewing termly data – putting in action plan for the next term. • Home Visits (during school day, after school day and holidays for those unable to meet with during term time) • CAF Meetings/CIN/CP – (can be after hours) Administration of paperwork) • Administration – court letters/warnings. • Administration – filing, updating records • Assist with Fire Drills and evacuation
Skills and abilities	<ul style="list-style-type: none"> • Work in a collaborative and multi-disciplinary framework • A good understanding of the issues and problems that impact upon families experiencing a range of difficulties and the ability to support parents/carers and young people. • Have the ability to motivate young people and non-complaint parents/carers. The ability to challenge parents/carers and young people who are failing to respond to support given. • Communicate effectively, both verbally and in writing, with colleagues, parents/carers and other agencies • The ability to work collaboratively with colleagues and provisions to deliver improved outcomes

	<ul style="list-style-type: none"> • The ability to work to deadlines in a pressurised and sensitive area of work, being aware of confidentiality and information sharing protocols. • The ability to apply the principles of the School's Equal Opportunities to the work of Child Protection and Safeguarding agenda • Be highly organised paying close attention to details • Enjoy and be able to work as part of a team • Have a flexible approach to work • Be emotionally resilient and be able to work in a challenging environment.
Community	<ul style="list-style-type: none"> • Maintain confidentiality inside and outside the workplace • Understand and apply School policies • Support the School's ethos and vision in the wider community
Other	<ul style="list-style-type: none"> • To take part in School meetings, events and training as necessary • To attend any additional training • Willingness to work in a range of settings including school, and home visits • Willingness to work in a flexible way to undertake home visits and other visits including off site meetings • To work in accordance with the School policies, particularly in relation to equal opportunities, bullying and harassment, health & safety and child protection • Level of DBS needed: Enhanced • To adhere to School dress code presenting a professional image to students, parents/carers, governors and the wider community
Accountabilities – Administration	Indicative tasks/actions
Carry out general office duties as required including processing mail, filing, word processing, reception and telephone duties so that work is processed in a timely and accurate manner	<ul style="list-style-type: none"> • Provide administrative support for the Main School office where needed. • Responsible for sorting, distributing and franking incoming/outgoing mail and incoming/outgoing parcel deliveries. • Provide Reception Cover daily at lunchtime and as and when required. • To become a trained First Aider and assist with First Aid as required. • Cover of the Medical Room • To assist with the input of new student data in the summer term & help to maintain existing student data • To assist other office staff with administrative tasks if required • To assist the AHT with the planning of Enrichment Days as required • Help with fire drills • To participate in the school performance management system for support staff • Take responsibility for organisational and administrative tasks related to your work and carry out tasks efficiently and within deadlines set. • To contribute to the overall ethos/work/aims of the school

	<ul style="list-style-type: none"> • Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment • Maintaining a clean and tidy Meeting Room and kitchen area • Archiving/shredding • Assist with BROMCOM general input & labels • Assisting with main office filing and student filing
Carry out general admin support for teaching staff and main office.	<ul style="list-style-type: none"> • Prepare and issue letters • Ordering stationery & equipment • Reprographics & photocopying • Maintenance of franking machine • Staff ID badges • Hospitality for meetings (If required) • Ensuring the interview room is clean and ready to use. • Assist the HT's PA and other staff with administration & organisation of staff recruitment interviews • Assist with gathering work for isolated students. • Liaise with ACS. • Manage the Student Receptionist.
Assist in general school activities, procedures and events and administrative duties as required in order to support the work of others at particularly busy times	<ul style="list-style-type: none"> • Standard letters • Administrative work for the SENCO • Support with Admissions (input of new Y7 data into BROMCOM as required) • Support with student attendance • Support with Cover admin
Assist in general school activities, procedures and events as required in order to help the smooth running of such events	<ul style="list-style-type: none"> • Help with open mornings, special ceremonies if needed
Work as part of a professional team in a manner that enhances the ethos of the school	<ul style="list-style-type: none"> • Promote positive values • Suggest ways of improving systems and procedures • Seek help and take advice • Seek opportunities for development

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher/ Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/ Headteacher.

Signed: Date: