



Specialist/Officer/Technician Roles JOB DESCRIPTION

Bysing Wood Primary School

Post: Administrative Officer – Attendance

Salary: EKC 4

Responsible To: Community Support Leader

Summary of Post: To lead on a specific aspect of school administration, taking overall responsibility for its effective operation. Working as part of the front office team to be a point of contact with parents about attendance and providing additional administrative support.

Tier of role: Specialist/Officer/Technician

Key descriptor: Initiator

Scope of role: Provides specialist knowledge and skills to provide specific services and support, using judgement and problem-solving skills (within pre-set guidelines and defined procedures).

Autonomy: Prescribed work but with discretion on how the outcome is achieved. Plans own work (short-term) and contribute to longer-term planning.

Knowledge of role: Role-specific knowledge required.

Skills – Technical & Practical: Specific and specialist knowledge, skills and experience relevant to the role

Qualifications/Experience: Level 3+ in a specific relevant field

Supervision of others: Supervision of others, but no line management

Management by others: Identifies and refers more complex issues to a more senior colleague. Guidance or instruction is required for new tasks.

Key Responsibilities:

1. To provide specialist administrative and organizational support to the school, maintaining records and information systems.
2. Lead on the planning and development of administrative procedures and systems.

3. Plan, develop, organise and monitor support systems, and procedures.
4. Undertake analysis and interpretation of data, and produce detailed reports and complex information.
5. Responsible for completion and submission of forms, returns etc., including those to outside agencies and produce and respond to, correspondence.

Specific Duties:

1. Record pupil absence and late arrivals in the school's management information system, make daily enquiries about pupil absence and maintain accurate pupil records.
2. Act as the initial point of contact for parents regarding attendance issues, explaining attendance expectations in accordance with school policies.
3. Promoting positive attitudes towards attendance amongst the whole school community.
4. Analyse and evaluate attendance data, monitoring the attendance and punctuality of vulnerable and other identified groups. Provide feedback to senior leaders and support as needed at formal meetings with parents.
5. Process and action requests for leave. Issue routine correspondence to families regarding attendance in accordance with school procedures. To assist senior leaders with administration of referrals to the local authority.
6. Contribute to functioning, planning and development of administrative procedures and systems.

General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.



Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Line manager's

signature: _____

Date: _____

Postholder's signature: _____

Date: _____

PERSON SPECIFICATION		Application	Interview	Shortlisting Weighting
Tier of Role: Specialist/Officer/Technician				
Qualifications and Training				
1.	English and Maths Level 2/GCSE grade A-C or grade 4	✓		6
2.	Level 3 or above is relevant field	✓		6
3.	Evidence of Continuing Professional Development	✓		6
Experience				
1.	Successful experience of working in an administrative field (in educational settings would be an advantage).	✓	✓	6
2.	Successful experience of working on own initiative.	✓	✓	6
3.	Experience of producing reports or correspondence for a range of audiences.	✓	✓	4
4.	Specialist experience of administrative practices and processes in a specific role.	✓	✓	4
Skills and knowledge				
1.	Competent Maths and Literacy skills.	✓	✓	6
2.	Excellent ability to relate well to all stakeholders, understanding their needs and being able to respond accordingly.	✓	✓	6
3.	Excellent communication skills, written and verbal.	✓	✓	6
4.	Ability to work independently and to manage own workload and adapt routines and schedules as required.		✓	6
5.	Highly competent in administrative IT eg; Microsoft packages, email and others.	✓	✓	6
6.	Strong interpersonal skills, listening and observation skills, with the ability to deal with difficult/sensitive situations.		✓	6
Personal Qualities				

1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and Trust and supporting the learning community.		✓	6
3.	Commitment to own learning and development and desire to share skills and practice with others.		✓	4
4.	Commitment to maintaining confidentiality at all times.		✓	6
5.	Relentless commitment to inclusion, safeguarding and equality.		✓	6