**Officer/Administrator – Attendance & Admissions**

**The Churchill School**

**Post:** Office Administrator – Attendance and Admissions (EKC 3) or

Administrative Officer – Attendance and Admissions (EKC 4)

**Salary:** EKC 3 or EKC 4

**Responsible To:** SBM

**Summary of Post:** To work or lead on specific aspects of school administration, admissions and attendance, taking overall responsibility for its effective operation.

# Tier of role: Officer / Administrator

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| **Key descriptor: Initiator (EKC4) / Practitioner (EKC3)**  **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  **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 organisational support to the school, maintaining records and information systems.
2. Lead on the planning and development of administrative procedures and systems. (Officer only.)
3. Plan, develop, organise and monitor support systems, and procedures. (Officer only)
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. To report and monitor attendance, support with identification of families that need support and invite them in for attendance meetings.
2. To keep admissions packs up to date, to ensure the most relevant information.
3. Arrange visits for new/prospective parents and pupils.
4. To onboard all new pupils onto the MIS system (Arbor) and School Grid (school dinners)
5. Ensure pupil records are up to date and stored online and in the school filing system.
6. Support Office Manager with the day to day running of the School Office.

**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.*

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| Postholder’s signature: |  | Date: |  |

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|  | **PERSON SPECIFICATION**  **Tier of Role: Officer** | **Application** | **Interview** | **Shortlisting Weighting** |
| **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 |

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| **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 |