



ATTENDANCE, ADMISSIONS & ADMIN
OFFICER

12-MONTH FIXED CONTRACT

VALLEY PARK SCHOOL

JOB DESCRIPTION	
Job Title	Valley Park School
Grade	VIAT 5 – (£26,256 - £27096, pro-rata)
School / Department	Valley Park School
Base	Valley Park School
Hours	37 hours per week – Term time only, 12-month fixed term contract
Reports to	Senior Assistant Headteacher
Accountable to	Headteacher

Job Summary

The purpose of this role is to lead and be responsible for school admissions at each stage of entry, liaising with the relevant colleagues, members of the leadership team and parents/carers and the Local Authority. You will also assist in maintaining accurate student records on the school's information management database and oversee the effective analysis and actions on attendance records.

Key Working Relationships

- Admissions and Administration Officers
- Headteacher
- Leadership Team
- Support staff
- Students
- Parents
- Local Authority

Key Responsibilities

Accountabilities	Indicative Tasks / Actions
Transition and Admissions	<p>To oversee the effective administration and organisation of admissions of selected year groups and in year admissions.</p> <p>Operate as the lead contact for parents seeking admission to the school, explaining and assisting with admissions processes and procedures.</p> <p>Process external applications to all year groups, liaising with the Executive Headteacher, Headteacher, Assistant Headteacher, Heads of Year and Sixth Form team.</p> <p>Liaise with parents regarding the appeal process when required and compile necessary documentation for appeals.</p> <p>Complete all ranking of new Year 7's through SAM for KCC. Send offer letters to parents.</p> <p>Liaise with and organise transition visits with Primary schools for new Year 7 with AHT, HoY and SENCO.</p>

Accountabilities	Indicative Tasks / Actions
Transition and Admissions (continued...)	<p>Liaise with the Local Authority with regards to the numbers on roll.</p> <p>Ensure that relevant student information is gathered from previous schools for new admissions and information for those leaving for other institutions is passed on.</p> <p>Take an active role in the preparation of the transition process, including providing parents with the necessary information packs, attending the school Open Evening and the New Intake Welcome Evening, being available to assist parents with any queries.</p> <p>Communicate with all feeder institutions regarding transition including distribution arrangements of documents.</p> <p>Maintain waiting lists with the local authority and pursue applicants and schools for references when places become available "Prepare for and attend the fortnightly admission meeting with LG.</p> <p>Liaise with colleagues over applicants who have an Education and Health Care Plan (EHCP) or Special Educational Needs or English as an Additional Language or are referred through the IYFA Panel.</p> <p>Produce regular on/off roll information, including statistics and ensure this is communicated to all the necessary staff and governors.</p> <p>Communicate with DSL regarding safeguarding files and files sent to new schools.</p> <p>Contribute admissions information as requested for the termly Inclusion Report.</p> <p>Liaise with relevant staff to ensure that on roll dates are clear, that timetables are available for admissions and that students leaving are removed.</p> <p>Arrange in-year admissions appointments with relevant staff and ensure all necessary paperwork is available. Liaise with relevant staff and parents to produce new starter timetables.</p> <p>Liaise with the Headteacher in providing materials, forms and induction information on time.</p>
Attendance	<p>Monitor AM registration and send out text messages to parents to pupils not in school.</p> <p>Liaise with year teams, SLT and SEO regarding student attendance, ensuring that there is transparency with all students attendance and any students who are persistently absent are supported and monitored.</p>

	<p>Monitoring of late students and generation of correspondence to parents/carers.</p> <p>Preparation of weekly reports. Discussion with pastoral colleagues regarding students on these lists.</p> <p>Production of holiday letters, authorised or unauthorised by Headteacher.</p> <p>Reporting weekly and daily attendance report for EHT, Headteacher and LG.</p> <p>Production penalty notices, Pathway 5's and AS1's.</p> <p>Production of attendance letters.</p> <p>Liaise with Student Engagement Officer (SEO) regarding pupils with low attendance.</p> <p>Meet with Pastoral Team on a regular basis with attendance data to support improving attendance across the year group.</p> <p>Monitoring and recording of attendance with regard to student absence notes and unauthorised absences during school time. Add medical evidence onto SIMS.</p> <p>To respond to "On Calls" regarding students who are missing from lessons, completing truancy sweeps across the school in the first fifteen minutes of a lesson.</p> <p>To monitor and record students who are late to school.</p> <p>Attend and arrange "first stage" meetings with parents and carers with HoY/SSM.</p> <p>Supervise the signing in and out of students from school.</p> <p>Preparation of any absentee returns for local authority or DFE.</p>
Office Duties	<p>General typing duties including preparing letters into school house style, mail merge and producing labels.</p> <p>Produce Excel spreadsheets and reports.</p> <p>Email parents' letters via Groupcall and upload parent letters to the school website.</p> <p>Administration for Free School meals, updating SIMS, recording FSM cards, liaising with relevant staff to ensure of pupils are in receipt of FSM and their cards.</p> <p>Collating and sending Sixth form references for current Valley Park students applying for new sixth form or colleges placements.</p> <p>Administration of financial uniform support and IPAD support for PPG students</p>

	<p>Preparation of data for termly inclusion report</p> <p>Assist with general school activities, eg, Parents' Evenings as required (including evening events).</p> <p>Filing, Shredding, Scanning documents</p> <p>Assist with franking of outgoing post and distribution of incoming post as required.</p> <p>Cover Reception as required.</p> <p>PS Financial ordering system for stationery.</p>
Student Files	<p>To assist in maintaining accurate student records on the school's information management database (SIMS) – updating student records, linking documents, producing reports and class lists.</p> <p>Creation and maintenance of Student Files.</p> <p>Preparation of the transition process, including providing parents with the necessary information packs, attending the School Open Evening and the</p> <p>Review 6th Form applications, produce offer letters and organise school tours.</p>

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Recognised appropriate qualifications. • A commitment to continuing personal professional development. 	
Experience	<ul style="list-style-type: none"> • A good level of computer skills. Familiarity with Microsoft applications, including Word, Excel, Outlook; internet skills. • Knowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Leadership Group and the Heads of Year. • Experience of a busy and sometimes pressurised office environment. • Proven tact and diplomacy in dealing with adults and children. 	<ul style="list-style-type: none"> • Experience of using databases • Experience of working in a school • Experience of SIMS
Knowledge	<ul style="list-style-type: none"> • Awareness of and enthusiasm for VIAT education standards. • Knowledge and awareness of current customer service principles and practice. 	
Attributes	<ul style="list-style-type: none"> • Sense of humour. • Good interpersonal skills: the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations. • Discretion. • 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. • Good organisation. • The post-holder provides an efficient and high calibre service in respect to all matters. • The post-holder has day-to-day responsibility for their own work rate and maintenance of high standards. • The post is an essential part of the support services provided to the school, with a particular focus on admissions. 	
Supervision	<ul style="list-style-type: none"> • Direct supervision is minimal – organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work. Daily contact with the Office Manager, the Pastoral Team and the Leadership Group as necessary to review needs and priorities. 	