



## St Joseph's Catholic Primary School Admin Officer – Attendance & HR Job Description

<b>Post Holder:</b>	
<i>The description of the duties, responsibilities and accountabilities for the post of Admin Officer (Attendance &amp; HR) at St Joseph's Catholic Primary School</i>	
Responsibility Areas	<ul style="list-style-type: none"> <li>To be responsible directly to the Headteacher (and Area Business Manager) for the efficient operation of administrative functions (primarily Attendance &amp; HR) within the school</li> </ul>
Accountabilities	Work within the Catholic Ethos and the teachings of Christ.
	Implement agreed school policies and guidelines.
	Improve and sustain high levels of pupil attendance monitor daily attendance and punctuality, identify patterns of concern, and implement early interventions. Work proactively with pupils, families, and staff to reduce persistent absence and ensure every child attends school regularly and on time.
	Provide Leaders with accurate attendance data and analysis produce clear, timely attendance reports for senior leaders, identifying trends, vulnerable groups, and areas of concern. Support decision-making by analysing patterns of absence and contributing to targeted intervention planning. Develop and implement effective attendance strategies, monitor and report on attendance data to support improved outcomes for pupils.
	Provide personalised, whole-family support to overcome barriers to learning and development and empower parents to develop confidence, resilience, and the skills to support their children effectively.
	Serve as a consistent, reliable point of contact for families and professionals, building positive, trusting relationships and promoting strong home-school partnerships.
	Complete all personnel forms, DBS checks & relevant paperwork for staff appointments, changes and absence.
	Complete sickness, overtime & supply teacher spreadsheets for payroll on a monthly basis.
	Check staff trial payslips report on a monthly basis for any inaccuracies.
	Maintain all staff records in relation to pensions & contracts.
	Maintain all administrative records in relation to Arbor ensuring information on staff is correct, up to date, accessible and accurate.
	Maintain the Single Central Record (SCR) on CPOMS StaffSafe.
	Be responsible for maintaining general office systems including: <ul style="list-style-type: none"> <li>Attending relevant courses as and when they occur</li> <li>Logging all staff training on Arbor</li> <li>Ensuring safeguarding procedures are in place for visitors, staff and volunteer helpers</li> </ul>
	Co-ordinate the DfE Workforce census at the appropriate time during the academic year and work with colleagues to support the CES census.
	Deal with telephone calls, outgoing communications and appropriate paperwork and to ensure that the Headteacher is informed where necessary.
	Act as contact for visitors and assist the Headteacher and staff with diary events in the absence of the other office staff.
	Provide first aid / administer medicine to the children in the absence of the First Aid TAs or other office staff.
Other duties arising; related to the post as discharged by the Senior Leadership Team.	
Accountable to	Headteacher
Salary range	KSC
Signed	Date:



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St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

### Admin Officer - Attendance & HR Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 or equivalent qualification or experience</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of health and safety in the work place</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral skills</li> <li>• Excellent ICT skills</li> <li>• Excellent numeracy skills - experience of administrative systems/clerical and reception</li> <li>• Commitment to provide highest quality service to all service users</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Arbor</li> <li>• Experience of using CPOMS StaffSafe</li> <li>• Experience of managing payroll and personnel information</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Have a thorough understanding and follow requirements of Personnel Management</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work under own initiative</li> <li>• Able to work as part of a team</li> <li>• Ability to prioritise conflicting demands and pressures</li> <li>• Excellent organisational skills</li> <li>• Ability to work under pressure</li> <li>• Highly developed interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to problem solve</li> <li>• Ability to deal appropriately with a range of stakeholders</li> <li>• Professional and efficient approach</li> <li>• High expectations of self and others</li> <li>• Willing to undertake training</li> </ul>