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**Drapers Mills Primary Academy**

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**Attendance/Admissions and Administrative Officer**

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**JOB DESCRIPTION**

Job Purpose: Attendance/Admissions and Administrative Officer

**A. Admissions Officer**

Undertake administrative procedures associated with the admissions and transfer of pupils between schools.

Main Duties & Responsibilities

* To be key person responsible for pupil admissions in accordance with the LA/school admissions policy
* To manage the procedures relating to pupil transfers in accordance with school/LA policy.
* To be responsible for managing and maintaining SIMS.net with regard to all pupil records
* To manage an effective daily liaison with the other office staff to ensure all relevant information is entered into Attendance and Admissions and to ensure these systems are up-to-date and correct. To be wholly responsible for the admissions process for the school, acting as the school’s Admissions Officer, (including Nursery and Reception intake, mid-term admissions and leavers including CTFs, waiting lists, transfer to high school etc)
* To arrange prospective parent visits to the school
* To liaise with class teachers/KS leaders to ensure that incoming children are managed effectively
* To maintain pupil record folders and files.
* Responsible for ensuring all school admission packs are kept up-to-date and distributed when necessary.
* Ensuring School Admission packs, Nursery and Reception Admission packs are completed and returned to the LA, supporting parents with completing the forms and chasing parents where necessary
* Preparation of information and pupil records for forwarding on to appropriate high schools and other primary schools as necessary.

**Attendance Officer**

Work alongside key school staff and the Education Welfare Service to reduce levels of unauthorised absence and promote whole school attendance strategies and to work with children and families to improve levels of attendance.

Main Duties & Responsibilities

* To use the school’s management information system (SIMS) to its full capabilities to monitor and check attendance registers and design and produce relevant reports for the Senior Leadership Team and other relevant staff.
* Maintain accurate student attendance and lateness records on the SIMS Net Attendance Module on a daily basis.
* To collate information with regard to attendance of students who may be experiencing difficulties in order to inform School, EWO, parents and carers.
* Analyse the data produced from reports to highlight patterns and areas of concern and alert relevant staff.
* Prepare documentation in a timely manner and effective format prior to meetings.
* Responsible for advising relevant staff when student attendance drops below 96% and then at all trigger points to ensure intervention is put in place.
* Be the first point of contact for all issues regarding attendance and punctuality.
* Follow up student absences and lateness by telephone and/or via text message/email, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
* Register late students.
* Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
* Report any welfare and/or child protection concerns as per the school policies and procedures.
* Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance.
* T9o work in conjunction with the Education Welfare Officer/SLT in charge of attendance to meet school attendance targets.

**Administrative Duties (afternoons only)**

To work alongside, and support, the School Receptionist and Business Manager, with the following duties:

* Answering incoming calls, transferring calls to relevant staff and taking any necessary messages and passing them on to the person concerned and ensuring any urgent messages are relayed to pupils and staff efficiently.
* Welcoming visitors and guests of the School. Process ID checks for all visitors in accordance with the school’s safeguarding procedures ensuring everyone is signed in and out and wearing the appropriate identification.
* Supporting all pupils and staff with their enquiries to the School Office.
* Preparation and filing of the Staff signing in logs on a daily basis.
* Arranging refreshments when required for Headteacher and SLT.
* Distribution of outgoing and incoming faxes.
* Ensuring all School communication and notice boards are updated and positively presented.
* General photocopying, word processing and administration as required
* To keep the office and reception area presentable, tidy and in order.
* Attending Whole School meetings, Inset days and staff development and training sessions as required.
* Make appointments for the Headteacher, DHTs and teaching staff as requested.
* Instruct staff in the use of office equipment.
* Issue staff locker keys.
* Assist with dealing with lost property.
* Make tea and coffee for visitors.
* Any other duties as can be reasonably expected within the boundaries of the school office.
* Together with your line manager be responsible for identifying and agreeing your personal development/training needs.
* Have excellent knowledge of all school office procedures to carry out all administrative duties in a timely and efficient manner ensuring deadlines are met within the school office in order to maintain the efficient running of the school.

**Safeguarding**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures in the school’s safeguarding policy.

 The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.