**Admissions and Attendance Officer**

**JOB DESCRIPTION**

**KR4/5 Depending on experience**

**Job purpose:** Admissions and Attendance Officer with some Reception duties

**Line Manager:** Business Manager

1. **Admissions Officer**

Undertake administrative procedures associated with the admissions and transfer of pupils between schools, providing an effective and efficient service to the school and prospective parents.

**Main duties and responsibilities**

* To be a key person responsible for pupil admissions in accordance with the School Admissions Policy, and to manage procedures relating to pupil transfers in accordance with school policy.
* 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. Be responsible for entering data into the computer management systems and SIMS.
* To be responsible for the admissions process for the school, acting as the school’s Admissions Officer, (including Nursery and Reception intake, mid tem admissions and leavers), including waiting lists and transfer to secondary school.
* Prepare attendance reports for Headteacher, Leadership Team and Governing Body.
* Arrange prospective parent/carer visits to the school.
* Maintain up to date pupil records for the whole school.
* Ensure all school admission packs are kept up to date and distributed when required. Ensure School, Nursery and Reception admission packs are completed and returned to the school, supporting parents with completing forms when required.
* Prepare information and pupil records for forwarding on to appropriate secondary schools and other primary schools as necessary.
* Maintain high standards when managing confidential information, complying with the school’s data protection procedures and legal requirements at all times.

1. **Attendance Officer**

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

**Main duties and responsibilities**

* Maintain accurate pupil attendance and lateness records and pupil registers on a daily basis, by both pupil registers and computer programme. Ensure all pupil information is kept up to date on the school SIMS system
* Be first point of contact for receiving information concerning absent pupils. Follow up pupil absences and lateness by telephone, text message or email, on a daily basis and with guidance from relevant colleagues make appropriate referrals. Register late pupils.
* Establish and maintain good relationships with all pupils, parents and carers, colleagues and other professionals.
* Report any welfare and/or child protection concerns in accordance with school policies and procedures.
* Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance.
* Monitor pupil attendance and prepare absence reports for Headteacher and Leadership team.

1. **Receptionist**

Work alongside and support the Business Manager

**Main duties and responsibilities:**

* Act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
* Process ID checks for all visitors in accordance with the school’s safeguarding procedures ensuring everyone is signed in and out of school premises, and wearing the appropriate identification.
* Supporting all pupils and staff with their enquiries to the school office. Assist staff in the use of the school office equipment.
* Preparation and filing of the staff signing in logs on a daily basis.
* Attend school meetings, Inset days, and staff development and training sessions as required.
* Make appointments for the Headteacher, Leadership team and staff when requested.

**General Duties**

* Collect, receipt, record and bank all income in relation to school meals account, including weekly and monthly reconciliation. Liaise with parents regarding advance payments and send reminders for arrears according to school policy. Order meals daily, organise packed lunch provision for educational visits.
* General word processing, photocopying and administration as required.
* Assist with the preparation of parent/carer consultation, school reports and registration certificates.
* Process Disclosure and Barring Service (DBS) for staff, visitors, volunteers and governors. Ensure the school’s Single Central Record (SCR) is kept up to date.
* Adhere to school procedures and ensure that staff receive messages (telephone, email, fax, face-to-face) promptly and accurately.
* Have knowledge of the school archiving system and ensure documents and files are archived appropriately and a database maintained.
* Record accidents and complete Risk Assessment forms when necessary.

* Liaise with School Nurse to set up appointments for pupil’s height and weight checks, and Immunisation programme.
* Liaise with trainers in the school’s Cycle training programme. Collect pupil slips and payments and bank monies received.
* Arrange hospitality and refreshments when required
* Ordering and maintain sufficient stock of office supplies as required
* Have excellent knowledge of all office procedures and carry out all administrative duties in a timely and efficient manner, ensuring deadlines are met within the school office in order to maintain the effective and efficient running of the school.
* Together with your line manager be responsible for identifying and agreeing your personal development and training needs.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the Line Manager.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications**  **and training** | Administrative qualifications  Accuracy and numeracy  Excellent communication skills, both verbally and written. | English and Maths to GCSE/ Standard Grade or beyond |
| **Experience** | Experience of working in a school environment  Experience of working as a team member | Office experience of at  least two years |
| **Knowledge and Understanding** | An understanding of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion  Confident in the use of SIMs, Excel, Word, email and database programs  Experience of banking procedures  Commitment to equalities and the promotion of diversity in all aspects of working. | Experience of working with school management programmes |
| **Skills** | High level of word processing skills  Able to promote the school’s aims positively  Establish and develop appropriate relationships with parents, governors and local community  Able to communicate effectively, both verbally and in writing, at all levels.  Handle sensitive situations and issues with sensitivity and calm, ensuring you are always aware of the safeguarding of pupils, data protection issues and the need for strict confidentially at all times  Able to work under pressure and maintain a positive ‘can do’ attitude.  Well organised and be able to use own initiative, and also work as part of the team  Able to monitor and prioritise workloads in an effective and efficient manner.  Able to meet deadlines, and produce accurate work | Word processing  Qualifications  Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion |
| **Personal characteristics** | Knowledgeable and highly competent  Punctual  Approachable and empathetic  Enthusiastic, organised, and committed |  |