



JOB DESCRIPTION

JOB TITLE:	Administration and Attendance Officer
RESPONSIBLE TO:	School Business Manager
LOCATION:	Oakfield Primary Academy
SALARY:	Kent Range 5
HOURS:	37 hours per week, 39 weeks per year

PURPOSE OF THE POST

To provide a full range of administrative support to the school. To undertake all administrative tasks associated with the recording, management and monitoring of attendance; working with individual pupils and their families to improve attendance. To provide full administration support to the school.

KEY DUTIES AND RESPONSIBILITIES

1. To ensure class registers on SIMS are updated daily investigating any missing data with class teachers and record student absences and late arrivals to maintain accurate attendance records.
2. To act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies.
3. To make initial enquiries with parents / carers regarding unexplained absences / lateness – including prompt first day calling and accurate coding.
4. To monitor the attendance of pupils referring concerns to the Headteacher and Safeguarding lead.
5. Reporting reduced timetable submissions on Kelsi.
6. To support the Headteacher at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed.
7. To support the Family Liaison Officer with home visits where necessary.
8. To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure.
9. To assist the Headteacher with the administration of referrals to the education welfare service/issuing of penalty notices.
10. To undertake routine liaison with external agencies regarding attendance – eg EWO / Attendance Service.

11. To collate data producing routine attendance data reports and prepare statistical returns regarding attendance on a weekly/termly basis.
12. Undertake administrative duties, such as reception, answering the phone, photocopying, filing, document preparation and mail merge.
13. Responsible for ensuring outstanding payments are collected for school trips and swimming lessons using Wisepay system.
14. Respond to parents and carers queries in terms of school dinner pre-booking issues using the Relish system.
15. Process the FSM voucher system for eligible children during school holidays.
16. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. ***This job description may be subject to amendment or modification at any time in consultation with the post holder***

Personal Specification
Attendance & Administration Officer

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • Educated to GCSE standard with Maths and English Grades 9-4 or equivalent • NVQ2 Business Admin or equivalent 	
Experience	<ul style="list-style-type: none"> • Experience of monitoring attendance within a school setting • Experience of working within a busy office environment • Ability to work effectively and supportively as a member of the school team. • Ability to multi-task and work to priorities at short notice. 	<ul style="list-style-type: none"> • Application of school's attendance policies • Good keyboard skills
Skills/knowledge	<ul style="list-style-type: none"> • Knowledge of a range of computer applications – including Word / Excel / SIMS / • Demonstrate an understanding of Safeguarding children. • Ability to maintain confidentiality. • Ability to convey information clearly and accurately orally 	<ul style="list-style-type: none"> • Knowledge of Wisepay / Relish / Parentmail computer applications

	<p>and in writing to a range of people.</p> <ul style="list-style-type: none"> • Ability to take personal responsibility for organising priorities in day to day workload and use own initiative to solve problems. • Ability to work in an organised and methodical manner and maintain accurate records. 	
Personal qualities/ disposition/attitude	<ul style="list-style-type: none"> • Be motivated, enthusiastic with a can do attitude • Adaptable and able to work under pressure to fulfil the needs of the school • Excellent telephone manner with good communication and listening skills • Ability to be patient and show sensitivity in dealing with demanding or difficult issues. 	
Other Requirements		<ul style="list-style-type: none"> • Keen to undertake further training

Agreed by Postholder:

Date: