

Primrose Hill Primary School

JOB DESCRIPTION

NAME

JOB TITLE Admissions & Attendance Officer

HOURS: 35 hours per week, Term Time only

PAY SCALE: Scale 5 Point Range 12 to 15 (depending on experience) | FTE £26,544 - £28,005

RESPONSIBILITY The post holder will be directly responsible to the Head Teacher, but will also take direction from the school's Governing Body

Main Purpose of the Job

- To be the main pupil attendance administrator and promote good attendance alongside the Head Teacher and Pastoral Lead
- To lead the pupil admissions at the school
- Under the direction of the School Business Manager, to assist in the functions of the school office

Duties and responsibilities

The main duties and responsibilities of the role are indicated below. However, other duties of an appropriate level and nature may also be required, as directed by the head teacher. It is a requirement of the role that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

Main Duties and Responsibilities

Pupil Attendance

- To promote and support high levels of attendance and punctuality to support children in achieving their full potential.
- To ensure all registers are completed, accurately coded with no missing marks or unexplained absences.
- To follow School Attendance Policy of 'first day contact' within the school.
- To check and remind any necessary staff to complete registers.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation.
- To communicate with parents and carers with regards to absence and requests for absence
- To collate information with regard to the attendance of children who may be experiencing attendance difficulties in order to inform school, Pupil Attendance Service and parents/carers.
- To produce and interpret information relating to attendance patterns.
- To provide updates for staff on children's attendance.
- To monitor the attendance of vulnerable groups of students and liaise with SENDCo.
- To collate, maintain and update attendance data monthly
- To liaise with the school's Pastoral Lead in following up persistent absentees and to ensure appropriate action is taken.

Admissions

- To be the first point of contact for Admissions and efficiently communicate with the DfE, the LA, the governing body, local community and parents

- To organise tours for the Head teacher and SENDCo (virtual / onsite)
- To be responsible for admitting children into the school and assist with data input as required
- To oversee pupil places and vacancies
- To create and maintain welcome packs and actively participate in welcoming events for new pupils

Administrative & Communication Duties

- To ensure that all administrative duties – general office, front of house, letters, mail, telephone etc are managed effectively and professionally
- To manage the purchasing and selling of school PE Kit
- To promote excellent relationships and a positive ethos on behalf of the school when communicating with staff and external contacts
- To deal with all personal and telephone enquiries to the school efficiently and effectively and in a way which promotes a positive image of the school.
- To produce correspondence, letters and reports as requested, both written and electronic.
- To perform photocopying and distribution tasks as and when required
- To assist with the School Census process

Pupil Lunches

- To process school dinner numbers and payments daily on SchoolMoney and liaise with the school kitchen
- To reconcile numbers monthly with the local authority

First Aid

- To be the responsible person for overseeing stock levels and maintaining First Aid kits around the school

General:

- To participate in team meetings and staff meetings and to contribute to the development of School policies.
- To develop and maintain positive relationships with parents and carers.
- To be aware of all School policies, with special regard to those relating to safeguarding, equal opportunities, health and safety, staff code of conduct and behaviour and staff development policies; and to follow school procedures on all occasions.
- To undertake training and development relevant to the post and in line with the schools developing profile
- To perform other duties necessary in line with the overall administrative role and to ensure the smooth running of the School, including the provision of extra administrative support for the general office team as and when appropriate and as directed by the Head Teacher.
- Given the nature of matters relating to a school and to children there is an overarching requirement at all times to maintain a professional attitude and to respect and not divulge confidential information.

Attendance & Admissions Officer PERSON SPECIFICATION

| Requirements | Evidence |
|---|--|
| <p>Qualifications and experience:</p> <ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and mathematics – a very high standard of written English with excellent knowledge of grammar is essential for this role. • Proven experience of working in a busy office environment. • Experience of organising meetings and accurate minute taking. • Experience of managing and maintaining accurate records and filing systems. | |
| <p>Knowledge and skills:</p> <ul style="list-style-type: none"> • Ability to proficiently use office computer and information management software (e.g. RM Integris / SIMS). Excellent standard of word-processing and spreadsheet required – to be evidenced in tasks at interview • Ability to build and form good relationships with colleagues, parents, pupils and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities. • Excellent and meticulous organisational skills. • Excellent verbal and written communication skills to meet the need of effective communication with parents, colleagues, pupils and other professionals. • Excellent standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. • Ability to manage and deal with confidential data / issues appropriately. • | <p>Application form</p> <p>Interview / Tasks</p> <p>Certificates</p> <p>References</p> |
| <p>Personal qualities:</p> <ul style="list-style-type: none"> • High professional standards in approach to work, conduct and dress, established in a professional environment. • Ability to show initiative and prioritise one's own work and that of others even when under pressure. • Able to follow direction and work in collaboration with head teacher. • Able to work flexibly to support others and respond to unplanned situations. • Able to attend evening meetings as required (rare) • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. | |