

Job description: Admin & Attendance officer

Corpus Christi Catholic Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Scale 3 £23,838 - £24,270 FTE

Hours: 35 Hours per week

Contract type: Term Time + 3 weeks Permanent

Reporting to: Office Manager

Responsible for: N/A

Main purpose

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence.

Duties and responsibilities

Administration

- › Ensure daily attendance registers are accurate and complete, and following up with staff members about any incomplete data
- › Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- › Manage attendance returns for the school census
- › Manage the process of issuing penalty notices to parents
- › Maintain accurate records of communications with parents/carers and relevant interventions
- › Build and refresh knowledge of the school's MIS and other relevant systems
- › Procure and maintain stocks of attendance badges, trophies and rewards as required.
- › Maintain registers for all extra curricular activities including music and after school clubs.
- › Assist in the allocation of after school activities and Music on a termly basis including the billing of these services.
- › Coordinate school trips and educational trips and visitors in partnership with teaching staff and produce requisitions for all procurements in this respect.

Monitoring and reporting

- › Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- › Provide daily numbers for catering purposes and communicate with kitchen on these. Liaise with the kitchen on trips and communicate the need for lunches or not as required. Maintain the diary with kitchen staff.
- › Track attendance of vulnerable groups of pupils and share information with school leaders
- › Identify pupils that need additional support to improve their attendance

- › Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- › Work with school leaders to develop and revise the school's attendance policy
- › Monitor the income streams for all extra-curricular activities providing early intervention for late or non payments, including the withdrawal of service in consultation with the SBM.
- › Produce monthly monitoring reports for all chargeable services and devise action plan to address issues.

Working with parents/carers

- › Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- › Build positive relations with parents/carers to encourage family involvement in their child's attendance
- › Carry out home visits, where necessary, to address attendance concerns for individual pupils
- › Maintain good communication with parents regarding balances and provide early advice on payment plans if falling behind.
- › Escalate issues to SBM where early intervention has not achieved desired results.
- › Identify children requiring concessions due to hardship and refer these to SBM.

Professional development

- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures
- › Provide research and administrative support to the SBM and Office manager as required.

Other areas of responsibility

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- › Promote the safeguarding of all pupils in the school
- › Support the SBM in ordering staff lunches and additional hospitality for meetings as required.
- › Dedicated First Aider and Fire Warden

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade C in English and maths
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience identifying interventions to raise attendance of pupils • Experience working directly with pupils and parents • Experience working collaboratively with colleagues • Experience analysing data and producing reports and identifying key insights • Experience in monitoring outcomes and creating systems to improve them.
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of safeguarding within a school context • Good listening skills • Effective written and verbal communication skills • Knowledge of the possible interventions to raise attendance • Knowledge of the potential barriers to high attendance that pupils may face • Ability to tailor interventions to individual pupils • Ability to use IT systems and to conduct analysis and produce reports • Good knowledge of Excel, Word and other design packages • Ability to create good relationships with pupils, staff and parents • Ability to research solutions and obtain best value • Ability to evaluate risk and produce risk assessments as required for activities and trips.
Personal qualities	<ul style="list-style-type: none"> • Willingness to provide the best possible opportunities for all pupils • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to maintain confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion • A team player who is committed to the best outcomes for the school with the flexibility to make things happen.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: March 22 **Next review date:** March 25

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____