



Twyford Church Of England Academies Trust

"I have come that you might have life and have it to the full" John 10 v10



William Perkin Church of England High School

Job Description

Job Title:	Attendance, Behaviour & Website Administrator
Grade:	Grade 5, scale points 12 – 15 (£22,847 - £24,097 term time only)
Line Manager:	(Office Manager) Senior Attendance & Behaviour Officer
Supervisory responsibility:	None
Hours:	Term time only (35 hours/week, 40 weeks/year)

Main purpose of the job

1. To administer whole-school attendance monitoring
 2. To administer whole-school behaviour systems
 3. To act in support of the Senior Attendance & Behaviour Officer in all attendance & behaviour escalation cases
 4. To have responsibility for maintaining the William Perkin School Website
 5. To act in support of the Administration Team and the wider school
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Main responsibilities and tasks

- 1. To administer whole-school attendance monitoring**
 - To administer the electronic registration and attendance system: SIMS
 - To retrieve and acknowledge emails and voicemail messages relating to student absence and log the information on SIMS accurately
 - To monitor lates for AM tutor and assembly, report this to HOY and SLT and add behaviour points accordingly
 - To have daily whole-school attendance registers ready at the earliest opportunity for fire alarm purposes
 - To process leave of absence requests by liaising with SLT and the parents
 - To contact parents regarding unauthorised absence and escalate these where necessary
 - To liaise with the Duty Teacher in order to track missing registers and students who are missing from lessons
 - To chase missing registers and to ensure that the registers are always in good condition
 - To ensure students are tracked when off-site i.e. participating in school trips

- To ensure student attendance and participation in wider learning activities is tracked
- To cover the Senior Attendance Officer as required by attending the Key Stage Pastoral Meetings in order to report upon attendance
- To cover the Senior Attendance Officer as required by organising and attending Attendance Panel Meetings with HOYs, SLT & Parents
- To escalate serious attendance matters to the Office Manager and Senior Attendance & Behaviour Officer
- To provide accurate reports and data as and when required

2. To administer whole-school behaviour systems

- To ensure the administrative processes relating to Daily Detentions are completed efficiently
- To ensure the administrative processes relating to SLT Detentions are completed efficiently
- To efficiently process Focus Room & Internal Exclusions through liaison with the Inclusion & Intervention Manager
- To efficiently process External Exclusions for 5 days or less through liaison with the Senior Attendance & Behaviour Officer, SLT, the Head Clerk and the Borough of Ealing's Exclusions Team
- To escalate External Exclusions of more than 5 days and Permanent Exclusions to the Senior Attendance & Behaviour Officer
- To provide accurate reports and data as and when required

3. To have responsibility for maintaining the William Perkin School Website

- To regularly (daily) maintain and update the Reception TV Screen
- To regularly (weekly) maintain and update the School Website
- To undertake a full review and update of the School Website ahead of each new academic year
- To liaise with school staff with regards to news and events that can be published on the School Website and/or the Reception TV Screen
- To liaise with the Trust Compliance Officer with regards to meeting statutory requirements for the School Website
- To ensure that all marketing and communication is consistent, meets GDPR Guidelines and is in line with the School's identity, reputation and brand

4. General duties in support of the Administration Team and the wider School

- To undergo first aid training and refresher courses as required and participate in the welfare room rota
- To have responsibility for all emails pertaining to attendance in the Office Mailbox
- To undertake similar duties, commensurate with the level of the post, at the discretion of the Administration Manager, Office Manager or SLT. This might include temporary re-deployment to meet the needs of the wider school, and may involve normal duties having a lower priority or being temporarily put 'on hold'. These duties may include (not limited to):
 - General clerical / administrative / filing support; collecting and distributing lost property
 - Lunchtime and/or temporary cover
 - Supporting preparations for major School events
 - Communications with staff, students, parents and other external stakeholders
 - Administration supporting the admissions/exams processes
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection
- To adhere to School Health & Safety policy, including risk assessments and safety systems, and to assist with student welfare
- To attend and participate in meetings, training, performance management processes and professional development, as required

- To contribute to the overall ethos of the School

Key measures of success

- Timely and accurate updating of SIMS in relation to attendance monitoring
- Smooth operation of all administrative processes related to behaviour systems
- Contribution to well-organised, efficient and transparent administration systems
- Positive feedback from teaching staff and key users of the administration service

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes in English and Maths, or equivalent	✓	
A good degree		✓
General administration qualification		✓

Knowledge and Experience	Essential	Desirable
Excellent ICT skills	✓	
Intermediate or advanced MS Office user	✓	
Sound knowledge of School Attendance and Behaviour policies and procedures, and related legislation	✓	
Previous administrative experience or of working in an office environment	✓	
First Aid qualification		✓
Experience of delivering First Aid		✓
Experience of working in a customer service and support environment		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	

Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	

Key Terms and Conditions

Pay:

Grade 5, scale points 12 – 15 (£25,278 – £26,661 full time, £22,847 - £24,097 term time only)

Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

The working week is 35 hours; core hours are 8.00am-3.30pm with a 30-minute break or as agreed with the Office Manager.

Weeks of work:

This is a term time only contract comprising 40 weeks (200 days). This includes 190 school days plus 10 additional days to be worked as directed, and discussed, with the Office Manager.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB.

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the Trust's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the Trust website.