



## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### JOB DESCRIPTION

<b>Job Title:</b>	Attendance Admin Assistant		
<b>Base:</b>	Tong Leadership Academy		
<b>Reports to:</b>	Lead Student Progress Leader	<b>Grade:</b>	TS3 pts 14 - 17
<b>Staff Responsibility for:</b>	n/a	<b>Salary:</b>	£9,235 - £9,753 per annum
		<b>Term:</b>	Permanent 22.5 hours per week Term time plus one week
<b>Additional:</b>	As assigned.		

### JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

### JOB SUMMARY

1. To provide administrative support to the school with student attendance.
2. To work with the pastoral team and senior leadership team within school to improve and maintain school attendance

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1 Organisation

- 1.1 Assist in providing advice and support to students
- 1.2 Deal with day to day queries from families
- 1.3 Contribute to the planning, development and organisation of support service systems / procedures / policies
- 1.4 Establish productive working relations with students, acting as a role model
- 1.5 Support the organisation of school trips and events

## **2 Administration**

- 2.1 To work flexibly, providing organisational and administration support to the Lead Student Progress Leader and Senior Leadership Team
- 2.2 Provide reports as required for the Lead Student Progress Leader, Senior Leadership Team and year teams documenting pupil attendance and other matters, ensuring the availability of appropriate evidence
- 2.3 Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- 2.4 Manage manual and computerised record/information systems
- 2.5 Undertake Word and Excel based tasks
- 2.6 Produce reports/information/data as required
- 2.7 Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- 2.8 Support school initiatives by providing clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting, making phone calls etc.
- 2.9 Support the admissions process liaising with feeder schools and / or other relevant bodies to gather student information and entering data onto school systems
- 2.10 To assist with displays across the school
- 2.11 To attend and minute meetings on a rota basis
- 2.12 Undertake administration of any other procedures
- 2.13 Take a role in the school duty rota
- 2.14 Provide advice and guidance to staff and/or students, as required
- 2.15 Undertake research and obtain information to allow informed decisions
- 2.16 Assist with marketing and promotion of the school

## **3 Resources**

- 3.1 Operate relevant equipment/complex ICT packages
- 3.2 Monitor and manage stock for agreed programmes, cataloguing resources and undertaking audits as required
- 3.3 Responsible for the safe keeping of all school equipment, resources, computer hardware and software and ensuring the requirements for GDPR are met.

## **4 Other responsibilities**

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- 4.4 Be aware of and support difference and ensure equal opportunities for all
- 4.5 To model the values and vision of the Trust in accordance with the aims of the school, the School Improvement Plan and the policies determined by the Trust, Governing Body and Head teacher
- 4.6 Promote and ensure the health and safety
- 4.7 Contribute to the overall ethos/work/aims of the Trust
- 4.8 Establish constructive relationships and communicate with other agencies/ professionals
- 4.9 Attend and participate in regular meetings
- 4.10 To actively promote the ethos of the school within day to day activities, including taking part in lunch and break duties
- 4.11 Recognise own strengths and areas of expertise and use these to advise and support others
- 4.12 To undertake personal development through training and other learning activities including performance management and good behaviour of students at all times
- 4.13 To promote excellence, equality and high expectations amongst staff, students, families and community partners
- 4.14 To work within the agreed policies and procedures of the Trust, School and Governing Body
- 4.15 Contribute to the wider life of the Trust and the Star community.
- 4.16 Carry out any such duties as may be reasonably required by the Trust.

## **5 Records management**

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with the Governing Body of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Contract'.*

## PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2	E	✓	
2.	NVQ 2 in relevant discipline or equivalent qualification or experience	E	✓	
3.	Evidence of continuing professional development	E	✓	✓
4.	Qualifications relating to post e.g. Microsoft packages including MS Word and Excel	D	✓	
<b>EXPERIENCE</b>				
5.	Experience of Clerical / administrative / attendance work	E	✓	✓
6.	Experience of working as part of a team	D	✓	✓
7.	Working with or caring for pupils of relevant age or relevant experience e.g. Voluntary organisation, parental caring experience	D	✓	✓
8.	Experience of working within an educational / School environment	D	✓	✓
9.	Experience of working within an attendance role within a school	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
10.	Knowledge of school attendance processes	E	✓	✓
11.	Effective use of ICT packages	E	✓	✓
12.	Ability to relate well to pupils and adults	E	✓	✓
13.	Ability to work constructively as part of a team	E	✓	✓
14.	Ability to remain calm under pressure	E	✓	✓
15.	Demonstrate good co-operative, interpersonal and listening skills	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
16.	Demonstrate a commitment to working with children of the relevant age	E	✓	✓
17.	Flexibility and willingness to accept change	E	✓	✓
18.	Willingness to share expertise, knowledge and experience	E	✓	✓
19.	Approachable, courteous and able to present a positive image of the school to callers and visitors	E	✓	✓
20.	Maintain confidentiality in matters relating to the school, its pupils, parents and carers	E	✓	✓
21.	Ability to prioritise conflicting demands and pressures	E	✓	✓
22.	Good literacy / numeracy skills	E	✓	✓
23.	Ability to use relevant technology	E	✓	✓
24.	Ability to work flexible hours to meet the demands of the role	E	✓	✓
25.	Ability to use relevant equipment / resources	E	✓	✓
26.	Good keyboard / computer skills	E	✓	✓
27.	Ability to work smartly, identifying improved methods of working and making recommendations for change	E	✓	✓
28.	An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs	D	✓	✓
29.	Knowledge of schools' systems: SIMS.net	D	✓	✓
<b>PERSONAL QUALITIES</b>				
30.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
31.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
32.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
33.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
34.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
35.	Commitment to support Star Academies' agenda for safeguarding	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
	and equality and diversity.			
36.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓
37.	Must be legally entitled to work in the UK (Immigration, Asylum and Nationality Act 2006)	E	✓	✓
38.	No contra-indications in personal background or criminal record indicating unsuitability to work with children/ young people. (Enhanced DBS required).	E	✓	✓
39.	Ability to deal with a large multi-level building. (with lifts)	E	✓	✓
40.	Must be able to perform all duties and tasks with reasonable adjustment where appropriate in accordance with the Equality Act 2010.	E	✓	✓
41.	Ability to cope with the requirements of the post which may include working with pupils who have emotional, behavioural or physical difficulties.	E	✓	✓
42.	Will not require holiday leave during term time	E	✓	✓
43.	To be able to attend training courses as appropriate where the hours may vary from those specified for the post	E	✓	✓