



Job Description – Academy Services Assistant (Attendance & Admissions)

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Job Role: Academy Services Assistant
Reporting To: Vice Principal - Pastoral
Hours of work: 42 weeks, 37.5 hours per week

Job Purpose

- To help support in raising attendance and reducing punctuality within the Academy
- To help support annual and in-year Admissions and leavers processes
- To provide high quality administrative support to the Academy across a range of any of the other tasks and duties described below

Safeguarding

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

Responsibilities and Tasks

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Attendance administration

- Oversee 'Back to school' meeting procedure
- Complete home visits daily as required
- Updated attendance spreadsheets weekly so up to date with all actions
- To retrieve and accurately record all telephone messages on absence line. To ensure coding is correct and relevant to stage of monitoring if under EWO.
- Ensure student attendance is recorded daily and AM and PM registers are recorded accurately where required
- Input paper registers onto SIMS if required
- Maintain records of students arriving late and manage late detentions if required
- Monitor completion and accuracy of registration by teachers and highlight persistent issues for management attention
- Sign pupils in and out of Academy during the day
- Manage requests for holidays/other absence
- Maintain paper roll call for use in the event of an evacuation of the building



- Manage the 'truancy call' system when students are absent to verify the child's whereabouts and that they are safe and the absence is genuine if required
- Any students who appear to be internally truanting, to ensure this is followed up with Pastoral Team and the student located
- To contact all alternative provisions daily and schools where students are on roll to ensure they are attending. If they are not attending regularly then to inform the Attendance and Admissions Manager.
- To call all parents of students who are subject to CIN/CYPS and under PCM and report to Attendance and Admissions Manager and CP Officer daily.
- To liaise with Attendance and Admissions Manager/Director of Keystage to admit students promptly following a managed move meeting, and In Year Admission including requesting CTF and CP file
- To liaise with EWO regarding when a student can be taken off roll and to carry out task as and when directed including sending CTF and CP file
- Provide management information to senior staff. To generate reports as and when required by use of SIMS. To interpret emerging trends and to note them accordingly on the report when submitted.
- Support communications with parents/carers regarding attendance (good or bad) following systems and procedures
- Compile and send letters regarding attendance following the school's attendance systems
- To support the identification, follow up and completion of paperwork for Children Missing from Education, and those at risk of missing

Admissions and Leavers (in-year, Managed Moves and September intake)

- Liaise with NCC Admissions to provide required information on time and accurately when required
- Check admissions forms for full and correct completion when required
- Import data files received from NCC when required
- Maintain the Pupil Database on SIMs ensuring all personal data is accurate and up to date (including pre-admission data and Y11 into Y12 students) if required
- Prepare for and attend Open Evenings for new pupils when required
- Support in the management of communication to prospective and new parents. Distribute the Year 7 Welcome Packs to the new Year 7s in April/May. Maintain the form returns tracking sheet, chase any non-returns or missing forms. Input all necessary information onto SIMs by August
- Ensure CTF and paper files received from previous schools if required
- Maintain contact with other schools to ensure all relevant information is collected and passed on to appropriate Academy staff (e.g. Tutor, SENCO, CPO etc.) if required
- Admit students as they arrive if required
- Maintain pupil paper records, organising and archiving annually, ensuring all paperwork is received from past schools/sent on to new schools when required



Leavers

- Remove leavers from the system, obtain Student Record Files and forward to new school from SENCO, CPO etc. if required
- Print reports for leavers for last academic year and file in paper file if required
- Archive records at end of retention period if required

Other responsibilities

Student reception (this is not the primary role but may be required at times)

- Provide a first point of contact for student enquires, dealing with them appropriately and professionally
- Ensure the safety of students and adults within the Academy by monitoring entry to the building, challenging unidentified callers and maintaining student signing in systems.
- Inform site staff or management and liaise with main reception where appropriate of any unidentified persons on the Academy site
- Liaise with Attendance team in relation to the contact of parents/carers regarding students who are required or need to leave the academy during school hours
- Alongside the Attendance team, oversee students signing in and out of the school after registration has closed
- Act as door monitor during and after the school day
- Receive and manage lost property
- Communicate to tutors, parents and students regarding named items (lost property and/or confiscated items)
- Manage the safe and secure storage of student lost property and confiscated items
- Arrange disposal of lost property at appropriate intervals
- Receive students' monies as and when required by Finance Office e.g. for school trips
- Be a trained First Aider in order to provide cover for Medical room

Main Reception (this is not the primary role but may be required at times)

- Provide a first point of contact for the Academy by receiving visitors, staff and students and dealing with them appropriately and professionally
- Ensure the safety of students and adults within the Academy by controlling entry to the building, challenging callers and maintaining visitor and students signing in systems
- Inform site team or management of any unidentified persons on the Academy site
- Monitor the reception area to ensure it is clean, tidy, safe and welcoming to visitors
- Receive telephone calls to the Academy, ensuring that callers' needs are identified and dealt with in a timely, efficient and courteous manner
- Take messages and pass them on promptly and accurately to the correct person
- Undertake a roll call of visitors in the event of an evacuation of the building
- Arrange taxis for visitors as required



General administration duties

- Provide secretarial and typing services to members of staff undertaking work as allocated by the Office Manager, including letters, phone calls, emails, faxes and text messages
- Undertake any other administrative work to the Academy as allocated by the Office manager
- Open and distribute incoming post, delivering it to staff room and senior office daily
- Deal with outgoing post, including management of bulk communications to staff, students or parents, ensuring that the Academy corporate identity is used on all communications
- Manage the Academy Enquiries email account
- Carry out administrative duties in respect of general school events such as parents evenings, medial inspections, sports days etc.
- Input data to SIMS (including but not exclusively, student/parent personal data, Attendance data/registers)

Team working

- Initiate and build good working relationships with colleagues, service users and outside agencies to deliver the service to required standards.
- Be an effective and flexible member of the Academy Services team, contributing to the successful provision of value for money support services throughout the Academy

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives.
- Fully subscribe to the Academy Values of Respect, Determination, Ambition, Tolerance and Integrity regarding themselves, the Academy and our young people.
- Support and contribute to the Academy's responsibility for safeguarding students.
- Uphold the Academy behaviour policy
- Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff
- Ensure that the confidentiality of sensitive information and data is not compromised
- Keep up to date with developments relating to their role
- Develop and maximise the use of ICT



- Meet in accordance with calendared meetings and with line managers as required
- Other responsibilities as reasonably requested and commensurate with the grading of the post
- Any such duties that may from time to time be reasonably assigned by the Principal

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Name

Signature

Date