

**Job Description & Person Specification**

 **Attendance, Admissions and Student Services Officer**

**Purpose:**

The Attendance, Admissions and Student Services Officer will manage student services, ensuring an outstanding provision for students, their parents and House teams. The role is key in driving improvements in attendance and pastoral care. They will work closely and strategically with the Assistant Headteacher with designated responsibility for punctuality and attendance, House teams and external agencies to maintain and improve the whole school attendance percentage - with a minimum expectation of achieving the whole school target. Through a proactive approach they will provide attendance, admissions and medical information and the administrative support needed to enable informed House teams to perform well. The post holder will be the School's operational Education Welfare lead and work with key external and internal staff to improve whole school attendance above the school’s target.

The post holder will be a member of the school’s safeguarding team and use attendance monitoring to identify areas of safeguarding concern working in partnership with the school’s Operational Safeguarding Lead. They will attend meetings as and when requested with parents, staff and external agencies and report back to ensure students’ welfare. The role will necessitate mentoring students and supporting families to achieve specific, measureable targets.

The Attendance, Admissions and Student Services Officer will liaise with Croydon Admissions concerning mid-year applicants. They will ensure all necessary information is collected, collated and entered on the school’s management system prior to confirming the official start dates for mid-year applicants. They will oversee the administration of FSM working in partnership with the school’s catering provider as required. The post holder will lead the first aid team to ensure that relevant training is undertaken and medical plans are created to support students accessing the school who have specific medical needs.

The Attendance, Admissions and Student Services Officer will track and monitor students that access the Pupil Premium provision. The post holder will use tracking data to monitor the progress of Pupil Premium students against agreed targets. The Student Support Services Manager will also play a key role in ensuring all students entitled to the Pupil Premium provision are in receipt of it.

It is essential that all of our staff understands the culture and climate of the school, our community and the wider educational environment. A deep respect for young people and teenagers is a non-negotiable for each post holder.

**Reports to: Assistant Headteacher**

**Position:** *Full-time (41 weeks: 39 school weeks plus 2 additional weeks in the school summer holiday as directed) Working hours, 8.00am to 4.00pm every day. Additionally, working Twilight hours in lieu of INSET days, as published each year, and attending up to six parents’ evenings as calendared and as required and the whole school open evening event.*

**Responsibility for:**

1. The school’s attendance procedures being fulfilled
2. Ensuring that official registers are accurately maintained and attendance trends monitored
3. Reducing levels of unauthorised absence, reflecting the policies and values of Meridian High School
4. Identifying individual students whose attendance falls within the key ranges identified through our Attendance and Punctuality policy and taking appropriate steps to support improvements
5. Acting as the school’s Education Welfare Officer to monitor and improve attendance, particularly of those moving towards being at or below 90% and those who are persistently absent and using the full range of strategies that an outstanding EWO has at their disposal. These include but are not limited to: Fixed Penalty Notices – sent to L.A, Carrying out Home Visits, Parent Contract Meetings, Stage three collaborations – sent to L.A, etc.
6. Ensuring all aspects of the House system operate smoothly (especially through data coordination, assimilation and distribution). The information provided by the post holder and / or their team will include:
* Weekly and cyclical attendance data showing Tutor group and House percentages as well as key groups
* Individual students attendance that are within the key ranges identified through our Attendance and Punctuality policy
* Minutes of meetings held with key students / parents that fall within or who are in danger of falling within the school’s Persistent Absence figures
* Attendance evidence file gathered for individual students and families
* Leading supervision of late detentions
1. Monitoring all the students currently accessing FSM and assisting in the increase of students entitled and not currently accessing this provision. Working closely with families in ensuring every student eligible for FSM is identified and supported
2. Leading and keeping accurate minutes of meetings held with key students, their carers/parents that fall within the school’s Persistent Absence figures.
3. Maintaining an attendance evidence file for individual students and families
4. Leading the coordination and administration of all mid-year applications
5. Leading and coordinating the Jack Petchey links and awards for the school
6. Managing and coordinating the behaviour patrol system including classcharts and first aid response and schedule
7. Ensuring first aiders’ training is updated every three years and where positions become vacant they are filled
8. Providing student medical information as requested to authorised parties
9. Maintaining the student accident log
10. Supporting Houses by ensuring that standard letters are produced, as required, and sent in a timely manner
11. Leading the coordination and administration of all mid-year leavers
12. These duties may be amended from time to time by the line manager in consultation with the post holder

**Administration, Recording and Reporting**

1. To ensure the team keeps high quality records to promote tracking and monitoring of student attendance using relevant data. This includes producing weekly attendance reports, processing leave of absence requests, register certificates for Welfare Calls, differentiated timetables and evidence for FPNs
2. Communicating effectively issues to parents, staff and outside agencies. This includes quality assuring the information provided by their team
3. Report on student information regularly to relevant staff (updating House Monitoring Tool, reporting on progress of key students)
4. Ensuring all relevant conversations, meetings and documents pertaining to the role and individual students are noted on SIMS communication log and linked documents

**General Professional Responsibilities**

1. To attend meetings as part of the agreed meeting cycle
2. To undertake professional development identified through the performance management/appraisal structure and as organised for staff to promote individual and whole school improvement work
3. To support all relevant teaching and learning policies
4. To act as a role model to students in respect of dress, attendance and punctuality and general conduct
5. To ensure that all deadlines are met as published in advance
6. To undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Headteacher (e.g. duties, emergency cover)
7. To fulfil the conditions of employment, as laid down in the latest Schools’ Pay and Conditions Document

**Standards and Quality Assurance Responsibilities:**

1. Work within the Code of Practice relating to Special Educational Needs
2. Support the aims and ethos of the school as identified in the SEF and School Improvement Plan and School Prospectus
3. Be aware and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection reporting concerns to appropriate person
4. Ensure awareness of national developments relevant to subject and current best practice
5. Undertaking lesson observations as part of the department observation schedule and PM arrangements
6. Promote and model good relationships with students, colleagues and parents
7. Set a good example in terms of dress, punctuality and attendance
8. Uphold the school's Amazing Behaviour Policy and uniform regulations

**Other Enrichment & Supervisory Responsibilities:**

1. Participating in school cross-curricular days such as PSHE days and drop down days
2. Participation and contribution to the organisation of school visits and trips that complement learning
3. Supervision of students outside of lesson time in morning and afternoon sessions, for example during lesson changeovers
4. Providing students’ work for classroom display
5. Interviewing students following incidents and updating incident logs when requested
6. Supervise groups of students in extra-curricular, detention, study, homework clubs, or lunchtime clubs as required and to maintain a register of attendance
7. Supervision of students before school, during break-time and lunch-time (playground or otherwise) as per the school rota (usually three duties per week)

**Key Responsibilities in Supporting Students:**

1. By your example and positive influence, showing students how to keep themselves safe from relevant risks such as abuse, sexual exploitation and extremism, including when using the internet and social media, knowledge of how to keep themselves healthy, both emotionally and physically, including through exercising and healthy eating and personal development, so that they are well prepared to respect others and contribute to wider society and life in Britain
2. To improve specific students' progress by directly mentoring them against their behaviour, attendance or other relevant personal development targets, as required

**Other General & Professional Responsibilities**

1. Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the Meridian High School and GLF Schools
2. Promote the reputation of Meridian High School and GLF Schools
3. Undertake any other duties commensurate with the role as directed by the Headteacher and as the role develops
4. Undertake professional development identified through the performance management/appraisal structure and as organised for staff to promote individual and whole school improvement work
5. Act as a role model to students in respect of dress, attendance and punctuality and general conduct
6. Ensure that all deadlines are met as published in advance, in relation to areas of your role
7. Undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to you or as directed by the Headteacher (e.g. duties, emergency cover)

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment after consultation with the post holder.

**Person Specification:**

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| **Job Title: Attendance, Admissions & Student Services Officer** |
|  | **Essential** | **Desirable** |
| **Education and Training** |
| GCSE Grade C or above (or equivalent) in English and Maths  | √ |  |
| Educated to A level or equivalent | √ |  |
| First Aid at Work (training can be provided prior to taking up post if required) | √ |  |
| Safeguarding Training (can be provided prior to taking up post if required) | √ |  |
| **Skills and Experience**  |
| Good level of written and spoken English; Mathematics; and IT  | √ |  |
| Experience in planning, organising and prioritising own work schedule | √ |  |
| Confident in the skills and techniques learnt during first aid training and be able to apply these to a real world emergency situation | √ |  |
| Able to maintain records | √ |  |
| Able to develop specific knowledge and expertise to work with groups of students or individual students  | √ |  |
| Experience of school management system software |  | √ |
| Able to communicate effectively with students, colleagues, parents and external agencies | √ |  |
| Able to maintain confidentiality  | √ |  |
| **Personal Attributes** |
| Vision aligned with GLF Schools high aspirations  | √ |  |
| High expectations and a commitment to raising standards of attainment of self and others | √ |  |
| Able to reflect objectively on own performance |  √  |  |
| Good communication, planning and organisational skills | √ |  |
| Acts as a positive role model to staff and students  | √ |  |
| Effective team member  |  √ |  |
| Can use initiative |  √ |  |
| Personal motivation and genuine passion to ensure students achieve | √ |  |
| Commitment and understanding of equal opportunities |  √ |  |
| Commitment to safeguarding procedures |  √ |  |
| Confidence, enthusiasm and can-do attitude |  √ |  |
| Resilience |  √ |  |
| Commitment to continuing professional development  |  √ |  |
| **Safeguarding** |
| GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. |