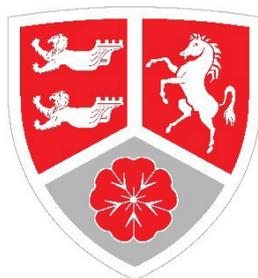


**The Charles Dickens School  
Job Description**



**Name:**

**Job Description:**

**Attendance** Administrative Assistant

**Grade:**

BCAT 5

**Employed for:**

37 hours per week, term time only + 5 SDD

**Hours:**

8:00am – 4:00pm Monday to Thursday and 8:00am to 3:30pm on a Friday, with 30 minutes (unpaid) break for lunch

**Professional Relationships:**

**Responsible to:**

Associate Assistant Headteacher

**Responsible for:**

Improving School Attendance

**Purpose:**

The postholder will coordinate and administer strategies to support and improve student attendance, working under the direction of the wider attendance team, which includes a member of the leadership team. This will include providing administrative support to the attendance team, ensure registers are maintained, responding to communications from parents around issues of attendance. To complete tasks allocated by the Associate Assistant Headteacher as appropriate.

**Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

**Policy and Procedure**

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

## **The Charles Dickens School Job Description**

### **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

### **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

### **Person Specification**

#### Essential Skills

- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- Good standard of education (level 2/3 or higher is desirable) and a willingness to gain professional qualification in this field
- Excellent communication skills
- Excellent ICT skills. Word, Excel, E-mail, Internet
- High level of professionalism and can maintain confidentiality
- Must be motivated and be able to work independently with minimal supervision.
- Very good interpersonal skills
- Working with pupils who have emotional and behavioural/medical difficulties.
- Working with parents/carers who are needing support to manage their young people
- Work under pressure
- Meet Deadlines
- Organised
- Flexible

#### Desirable

- A relevant professional qualification in working with young people is desirable

**The Charles Dickens School  
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- Experience of working in partnership with a range of professional and agencies
- Experience of working in a school
- Experience in administrative work
- Accurate, fast and efficient typist

**Job Description**

<b>Accountabilities</b>	<b>Indicative tasks/actions</b>
Accountable for:	<ul style="list-style-type: none"> <li>• Accurate recording of pupil absence.</li> <li>• Communications with parents/carers and the attendance team.</li> <li>• Support the improvements in attendance rates, reducing student absence and engaging with families to support them to ensure they fulfil legal responsibilities</li> <li>• To facilitate effective partnership between parents and the School</li> <li>• To work in partnership with colleagues and others to contribute to the reduction of disaffection, anti-social behaviour</li> </ul>
Key responsibilities	<ul style="list-style-type: none"> <li>• Communicate the Trust strategies to promote the regular and punctual attendance of all students and assist with the implementation of these strategies.</li> <li>• Acquire and maintain a working knowledge of the statutory framework relating to school attendance and other services to be able to offer informed advice.</li> <li>• Ensure registers in school are kept up to date.</li> <li>• Record and monitor pupils arriving late to school.</li> <li>• Responsible for ensuring first response to absence, contacting home to establish reasons for absence where it has not been reported and refer to relevant staff within specified timescales.</li> <li>• Send attendance and punctuality letters, where agreed. Ensure triggered communication relating to attendance and punctuality are issued accurately and timely.</li> <li>• Advise key staff (SLT, HOY, SENCO, Safeguarding) on student absence.</li> <li>• Use the BROMCOM computer-based administration system to input and process data and edit information as required.</li> <li>• Provide support and advice to colleagues regarding the monitoring of attendance for all students and systems to follow-up absence.</li> <li>• Work in partnership with colleagues to improve attendance rates by establishing effective partnerships with teaching and core staff.</li> <li>• Provide regular and timely attendance data</li> <li>• Follow prosecution procedures and prepare evidence for fixed penalty notices to deliver cautions, parenting orders, Education Supervision Orders and other education related orders.</li> <li>• Support the Academy's responsibilities for monitoring the movement of young people between schools and their access to education provision</li> </ul>

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	<ul style="list-style-type: none"> <li>• Be aware of and adhere to all child protection procedures ensuring the safety of young people remains paramount.</li> <li>• Maintain case records and contribute to the Academy's databases and record keeping system, which are ICT based.</li> <li>• Identify, refer and track vulnerable young people in partnership with other professionals.</li> <li>• Administration – completing attendance records for pupils in care and under the VSK.</li> <li>• Administration – filing, updating records in school for medical evidence, CME, EHE, leavers.</li> <li>• Seek and accept supervision and advice from the EHT/Headteacher/SLT.</li> <li>• Undertake other duties as directed by line manager commensurate with the post.</li> </ul>
Community	<ul style="list-style-type: none"> <li>• Maintain confidentiality inside and outside the workplace</li> <li>• Understand and apply School policies</li> <li>• Support the School's ethos and vision in the wider community</li> </ul>
Other	<ul style="list-style-type: none"> <li>• To take part in School meetings, events and training as necessary</li> <li>• To attend any additional training</li> <li>• Willingness to work in a flexible way to undertake home visits and other visits including off site meetings</li> <li>• To work in accordance with the School policies, particularly in relation to equal opportunities, bullying and harassment, health &amp; safety and child protection</li> <li>• Level of DBS needed: Enhanced</li> <li>• To adhere to School dress code presenting a professional image to students, parents/carers, governors and the wider community</li> </ul>

**Staff Development:**

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- To assess development and training needs and discuss with line manager
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant
- To keep personal records of all staff development activities in which you are/have been involved

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Head / Headteacher the other.

Signed: ..... Date: .....