



**JOB DESCRIPTION & PERSON SPECIFICATION**  
**Attendance and Safeguarding Administrator**

**BOW SCHOOL**

**44 TWELVETREES CRESCENT,**

**BOW, LONDON, E3 2QW**

**T: 020 7536 5525 F: 020 7987 4504**

**E: [bs@bow-school.org.uk](mailto:bs@bow-school.org.uk)**

**[www.bow-school.org.uk](http://www.bow-school.org.uk)**

## PERSON SPECIFICATION

Attributes	Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>English and Maths GCSE grade C and above</li> </ul>
<b>Experience, knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Working in a school or educational setting</li> <li>Devising, implementing and developing effective administrative systems and procedures</li> <li>Experience in use of SIMs desirable</li> <li>Knowledge and understanding of equalities issues and policies how they work in an educational context</li> <li>Knowledge and understanding of attendance legislation and the impact of poor attendance in relation achieving best educational outcomes for young people is desirable</li> <li>Knowledge and understanding of attendance issues and policies how they work in an educational context</li> <li>The need for confidentiality</li> <li>Work with young people, parents/carers, colleagues and outside agencies</li> <li>Work with statistical information</li> <li>Experience in minute taking desirable</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Excellent verbal, listening, and written communication skills</li> <li>Able to communicate and interact effectively with staff, parents, students and outside agencies</li> <li>Establish and maintain effective and positive working relationships with senior team, teachers and support staff</li> <li>To show initiative and manner to facilitate interventions</li> <li>Strong organisational and time management skills</li> <li>Confident in the use of ICT and relevant software packages (Microsoft office, email, internet etc.)</li> <li>Willingness to learn new skills and acquire new areas of knowledge</li> <li>Able to prioritise work load</li> <li>Ability to adhere to existing school working practices and procedures</li> <li>Ability to work as part of a team</li> <li>Communicate effectively at all levels both verbally and in writing and to produce high quality correspondence and reports</li> <li>Deal sensitively and in confidence with a wide range of issues relating to working practices</li> </ul>
<b>Other specific requirements</b>	<ul style="list-style-type: none"> <li>Commitment to the safeguarding of children and an understanding of policy and practice in this area</li> <li>A knowledge of working practice in the education sector and/or schools</li> <li>The ability to be flexible in relation to working hours as required</li> <li>Good records of attendance and punctuality</li> </ul>

**We are committed to safeguarding and promoting the welfare of our students. This post is subject to an Enhanced Disclosure and Barring Service check.**

## JOB DESCRIPTION

<b>Post Title:</b>	Attendance and Safeguarding Administrator
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To undertake administrative tasks and provide a professional service in line with the requirements of the Attendance Team.</li> <li>To support attendance team in the development of outstanding services for all parents of Bow School students</li> </ul>
<b>Reporting to:</b>	Student Welfare and Attendance Manager
<b>Resources responsible for:</b>	None
<b>Working Time:</b>	Term Time Only, 35 hours per week
<b>Scale/Grade</b>	Scale 4
<b>The Role</b>	<ul style="list-style-type: none"> <li>To be responsible for ensuring that all daily attendance and punctuality data is accurately inputted and is up-to-date for all Key Stages.</li> <li>To provide attendance administrative support to address daily attendance concerns by way of texts, calls home and letters to parents for Key stages 3–4 only.</li> <li>To provide attendance administrative support to address longer term attendance concerns by way of letters to parents for Key stages 5 reporting to AHT (Sixth Form).</li> <li>To provide word-processing and administrative support to the Attendance Team</li> <li>To input data into school information systems and tracker, and retrieve management information and reports as requested to support the work of the Attendance Officer</li> <li>Provide advice to parents regarding attendance to the school</li> <li>Checking the AM and PM registers daily and chasing up any that are not marked, including KS5.</li> <li>Share daily log of registers not complete to DHT and AHT (Safeguarding &amp; Wellbeing), including KS5.</li> <li>Enter attendance data from manual registration copies</li> <li>Make direct contact with families of those students on the vulnerable students list as directed for Key stages 3–4 only.</li> <li>Implementing rewards and initiatives to promote positive attendance</li> <li>To prepare attendance certificate letters in line with the school's reward policy</li> <li>Update whole school attendance display board weekly</li> <li>Preparing and sharing weekly data to YLMs for use in assemblies and presentations for all Key Stages.</li> <li>To maintain an accurate system for students signing in/out of school for all Key Stages.</li> <li>Recording lateness and reasons for absence in the SIMs system; updating records with information received from Form Tutors and Year Learning Managers</li> <li>Collate and share daily lates register to the Heads PA / SLT for Key stages 3–4 only.</li> <li>To provide word-processing and administrative support to the Safeguarding team</li> <li>To minute meetings for the Safeguarding team as directed</li> <li>To work in co-operation with other relevant staff e.g. SLT,</li> </ul>

	Data & Assessment Manager & Administrator, Attendance Welfare Assistant (AWA) etc. as necessary.
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To attend Team and Staff Meetings as required</li> <li>• To maintain confidentiality and observe data protection and associated guidelines where appropriate</li> <li>• To keep up-to-date on statutory guidance updates and new statutory guidance implementation as and when released</li> <li>• To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies</li> <li>• To know, actively support and comply with all the school's policies and procedures e.g. Health &amp; Safety, Attendance, Equal Opportunities, Child Protection and Behaviour, Data Protection</li> </ul>

### Other Specific Duties

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.