**Job Description**

**Job Title:** Admissions & Attendance Officer

**Location:** Four Dwellings Academy, Quinton Birmingham

**Hours of work:** 37 hours a week

**Reports to:** Office Manager

**Purpose of the Role:** To monitor the attendance of students and liaising with parents and colleagues to improve attendance rates.

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

**Day to Day Roles and Responsibilities**

* To check registers on a daily basis and ensure that they are completed by staff and will notify the Senior Leadership Team of any that are missing or inaccurate.
* To ensure that the preparation of files and pupil records including Child Files and the schools electronic registration system Progresso are maintained in an accurate and timely manner.
* To be responsible for liaising on a daily basis with the Senior Leadership Team.
* Take responsibility for updating all electronic pupil information (CTF) held by Four Dwellings Academy as advised by the Senior Leadership Team.
* To ensure that the ‘First Day of Absence’ text message system is activated for every pupil where a reason for absence has not been provided by the parent/carer.
* To contact parents/carer directly by telephone if a response has not been provided from the text message system.
* To be responsible for maintaining the late system each day. This will include recording and inputting all data relating to pupils who arrive late following close of a.m. registration at 9.05.
* To provide administrative support in the production of all letters and correspondence relating to attendance/admissions as and when required to do so.
* To ensure that they liaise with nominated staff regarding attendance/admissions where requested or delegated to do so.
* To organise and attend home/welfare visits to pupil’s homes. The Attendance Officer may be required to work in partnership with external agencies when organising such visits.
* Manage the attendance of pupils attending off site provision.
* Liaise with home school liaison officer regarding vulnerable pupils.
* To have day-to-day contact with pupils and parents addressing queries and responding to requests as appropriate.
* To ensure that they adhere and apply safeguarding policy and procedures daily. Any concerns should be reported immediately to the designated senior person responsible.
* To manage the admissions waiting list.
* To liaise with parents, outside agencies, and senior members of staff in relation to new admissions.
* To support general office and reception duties.
* To be trained and act as a First Aider.
* May also be requested to offer support for the Office Manager for the provision of a wide range of office functions as and when required to do so.
* Request and collect information regarding admission from other schools.

**Weekly/Monthly Roles and Responsibilities**

* To be responsible for the production of reports to the Executive Principal, Senior Leadership Team and Governors (when required) on a weekly, monthly and termly basis.
* To ensure that whole school attendance data is distributed to the Executive Principal and the Head of School at the end of each week.
* To ensure appropriate attendance letters are sent to parents and carers.
* To use whole school data to analyse trends/patterns within individual year groups, cohorts and or any individual pupil’s attendance
* To ensure that whole school attendance data is produced on a weekly basis
* To be responsible for the management of electronic pupil files ensuring that all are records are received and sent in a timely manner.
* To ensure that CTF files are sent accordingly to relevant organisations in a timely and confidential manner.
* To ensure all pupils who are admitted into the school during the year are supported in a timely and professional manner.
* Provide administration responsibility in the management of any in year pupil admissions to the school.
* To undertake appropriate professional development including adhering to the principle of performance management
* Other duties as may be commensurate with the grade and nature of the post
* To ensure that confidentiality is maintained sharing information on a need to know basis only.
* Adhere to data protection advising their line manager immediately of any breach.
* To follow and implement the spotlight on attendance legal procedures, liaising with SLT or the school designated person.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Academies Enterprise Trust**

**Person Specification**

**Job Title:** Attendance Officer

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * GCSE passes C and above including English and Maths |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Experience and knowledge of using systems for the monitoring, reporting and recording of attendance * Experience of operating administrative and general office systems * Experience of using PC’s, knowledge of databases & internet software, able to use keyboard with some precision and speed * Experience relating to school admissions. | * Previous experience of working in a School * Working with certain School Systems such as Progresso. |
| **Skills** | Abilities | * Good verbal and written communication skills * Ability to adopt a professional, helpful and confident manner |  |
| **Personal Characteristics** | Behaviours | * Good organisational skills * Able to work as an enthusiastic member of the team * Willing to go above and beyond to support pupils |  |
|  | Values | * Ability to demonstrate, understand and apply our values * Be unusually brave * Discover what’s possible * Push the limits * Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people * Ability to travel as required | * Driving licence |