**FULHAM COLLEGE ACADEMY TRUST**

**JOB DESCRIPTION:** Attendance and Admissions Officer

**Working Time:** 36 hours + 1 week

**RESPONSIBLE TO:** Assistant Headteacher

**STAFF SUPERVISED:** None

**ROLE & PURPOSE:**

* To support teaching & learning in a safe and healthy environment with a commitment to quality in service delivery.
* To provide a full range of operational and administrative services as required to all Trust staff, management and other stakeholders to ensure the smooth running of the school.
* To be accountable for the organisational, administrative and clerical processes in support of the management and administrative function of the school with particular regard to student absence and attendance and the process of student registration.
1. **MAIN STRATEGIC DUTIES & RESPONSIBILITIES:**
	1. All Post holders are responsible to the Executive Principal for ensuring the general good order and discipline of the school and in the implementation of all policies. All staff are expected to have a clear understanding of the vision, aims and ethos of the school and an awareness of its role in the community.
	2. To positively promote high attendance and challenge poor attendance across the school.
	3. To be an integral part of the para-professional team contributing to a positive culture of support across the school.
2. **MAIN OPERATIONAL DUTIES & RESPONSIBILITIES:**
	1. To be accountable for all attendance duties related to students each day including late students, medical appointments, requests for leave of absence,
	2. To be accountable for daily registers/lesson registers to ensure that every child is accounted for at all times.
	3. To be accountable for the administration of the Attendance Tracker and the strategic management of the SIMs attendance module.
	4. To be accountable for the operation of Truancy Call every day and undertake attendance follow up ensuring that all absence is accounted for.
	5. To be accountable for the production of attendance reports and summary statistics related to attendance with an appropriate understanding of audience.
	6. To be accountable for the production of daily absence lists and intervention strategies for students who are persistently absent
	7. To build appropriate relationships with students and hard to reach families to positively impact upon attendance through telephone calls, meetings and written communication.
	8. To work closely with the Pastoral Team to monitor, intervene and positively impact upon whole school attendance.
	9. To work alongside the Home/School Liaison Officer to build and develop appropriate relationships with external services (Family Support, Social Services and the ACE Team)
3. **Wider School Contribution**
	1. To be accountable for the administrative organisation of casual admissions through liaison with the Local Authority and appropriate staff at the school.
	2. To educate new staff on the SIMs Attendance Module so that registers are accurately kept.
	3. To be a trained First Aider and provide first aid to students and staff as appropriate.
	4. To attend and participate in regular line management and appraisal meetings and undertake CPD appropriate to the development of the role.
	5. To support with visitors to the school

**Other duties:** this is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties as required, commensurate with level of the post.

This job description will be the subject of annual review and the agreement of the post holder will be sought in making any changes to it.

**Person Specification Attendance and Admissions Officer**

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| **Attributes** | **Essential** | **Desirable** |
| **Personal skills and traits** | Enjoys working with young peopleFlexible, organised and methodical mannerAbility to prioritiseExcellent interpersonal skillsExcellent communication skillsAbility to use own initiativeAbility to work alone as well as part of a teamCalm, patient manner in all situationsConfidence in challenging both adults and young peopleGood organisation and time keeping skillsAbility to work under pressureAttention to detailAbility to meet deadlines Smart professional appearance  | Experience of working within an educational settingUnderstanding of legislation relating to school attendance |
| **Qualifications and Training** | Appropriate qualifications/experience for the post GCSE Maths and English or equivalent or higherA good understanding of Microsoft Office applications especially Microsoft Excel | Working knowledge of SIMsWorking knowledge of other school based systems such as ParentMail Experience of Google Docs and applications |