



AMPLEFORTH COLLEGE

JOB DESCRIPTION

ATTENDANCE AND GAMES ADMINISTRATOR

Responsible to the Deputy Head for Attendance and Head of Games at Ampleforth College. To manage attendance and supervision data across the College and to provide a specialist service to assist the College in meeting their obligations regarding school attendance and student supervision. To provide administrative support in specific departments of the College including Games. Carrying out duties in the most cost-effective and efficient way, you will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding, and Health and Safety.

MAIN DUTIES:

- To monitor and follow up gaps in the AM/PM house registers
- To monitor and support Day students who arrive late
- To produce reports on attendance for the Deputy Head and DSL as required
- To produce weekly reports on missing registers
- To maintain a record of action taken to improve the attendance of students.
- To maintain a weekly whole college spreadsheet which includes up-to-date information on all students' attendance and action taken to improve the attendance of students.
- In cases of poor school attendance and/or welfare issues to be proactive in assessing the situation and liaising with the appropriate professionals when students may need additional support.
- To analyse records of student attendance, ensuring marks are accurate, coding is appropriate and utilising the results to provide a snapshot of attendance trends across the college.
- To meet with the Deputy Head and DSL, on a fortnightly basis to discuss attendance and look at the specific monitoring lists.
- To ensure that the attendance data is accurate and up to date for the school census
- To ensure that the attendance information on the college website has up to date information and guidance to parents and students on attendance and punctuality expectations.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To manage and prioritise your own workload in line with service requirements.

- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, children missing in education, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, trustees and others.
- To be aware of the College Safeguarding procedures relevant to the role.
- To cover Reception in the event of staff absence.
- To support the Games department through:
 - Coordinating annual tasks such as gum shield fitting, sign writing and calendar entries
 - Setting up games lists and options sheets
 - Booking transport for fixtures
 - Completing the termly students recharges for all additional sports costs
 - Completing timesheets for non-contract coaching staff
 - Minuting the weekly department meeting

Line Manager and Annual Professional Review

Head of Games