

Job Description

Job Title: **Admissions, Attendance and Dinner Officer**
 Responsible to: **Federation Business Manager**
 Scale: **Scale 5**
 Hours: **35 hours per week x 39 weeks, plus additional 2 weeks during summer holidays**

Main Purpose of the Role

1. Promote good attendance and punctuality across the school so attendance targets are met.
2. Oversee the administration of school dinners.
3. The development, management and review of the school's admission processes and procedures.
4. Ensure that the school fills all available spaces.

Specific Duties and Responsibilities

Attendance and Welfare

1. Work with all stakeholders in order to promote good attendance and punctuality to ensure that the school's attendance targets are fully met.
2. Update all pupil class changes at the end of the academic year to reflect any and all pupil movement and ensure that all registers are functioning post changes.
3. Ensure that all pupil data includes up-to-date medical, contact, next of kin and other relevant data as applicable.
4. Work in accordance with Federation policy and national regulations and guidance to coordinate and deliver an effective and comprehensive pupil register of attendance service for all pupils attending school, off site provision and/or other educational activities, including the coordination and execution of any attendance competitions and prizes.
5. On a daily basis, monitor, maintain and edit all pupil data (late arrivals and early departures).
6. Monitor the daily registers and initiate 'first day calling' of the identified families and/or carers of absent children.
7. Produce statistics on a fortnightly basis of all students under 90% attendance. Record reasons for absence for all students under 85%.
8. Attend home visits with Attendance Lead as directed by line manager.
9. Produce paperwork and gather evidence of absence referrals to EWO.
10. Produce paperwork and gather evidence for Penalty Notice fines.
11. Produce statistics regarding the lateness of any pupils (morning and afternoon).
12. Attend and support attendance and welfare meetings. Following up with meeting actions and minute taking as applicable in a timely manner.
13. Execute and keep a log of pre-arranged response letters to parents on behalf of the SLT.
14. Ensure an appropriate signing in and out system for all pupils leaving / returning to school during the school day (for appointments, off site provision etc.). Ensure that the safeguarding in place and is understood by staff, pupils, parents and visitors at all times.

Specific Dinner money capacity

1. Oversee the specific administration of school dinners by accurately recording dinner requests, issuing requests for payment, receipting all funds received and banking all money related to school dinners.
2. Ensure that all registers are taken twice daily and that the correct catering numbers for pupil and adult meals are relayed to the kitchen staff in a timely manner.
3. Ensure that there is zero debt for both adult and pupil dinners at all times.
4. Proactively manage the payments and debtors list to ensure those who are in financial hardship are identified and assisted through the appropriate channels to minimise their burden of debt by supporting applications for free school meals and maintain both local and LA free school meals records.
5. Maintain a correct system of records for pupil and adult meal numbers and accounting, as per audit and catering services instructions.

Admissions

1. The development, management and review of the school's admission processes and procedures.
2. Manage the Nursey admissions and ensure the setting is full.
3. Update the new pupil handbooks and information packs and ensuring that there are adequate stocks of information booklets, prospectuses or any leaflets/publications issued at the start of each school year.
4. Ensure that enquiries are well handled and followed up and that all literature and correspondence is tailored to the needs of the prospective families.
5. Oversee arrangements for visits, tours and meetings with the relevant phase leaders, senior leadership team members or executive senior leadership team members as applicable.
6. Stage and manage all admissions events including open days and taster days. Continually identifying new opportunities to stage events and attract interest.
7. Daily administration of the Admissions portal, Database, Entries and Exits documentation as applicable to ensure that every prospect is captured and every opportunity is maximised to ensure the entire Federation is at 100% occupancy at each and every census day.

General Duties

1. Carry out the duties of the post with due regard to the Council's and School's Equal opportunities and Health and Safety policies and core values.
2. Undertake any other duties within the scope of the post and undertake appropriate training as required.
3. Although this job description is intended to be comprehensive it is not exhaustive. The Federation recognises that the post holder may do work which is not covered in the above. The nature of the role is such that there will always be tasks which arise from the close working relationship with all members of the school community. It is also recognised that in order to enable staff to carry out their duties in a safe and efficient manner there is a commitment on the part of the federation to the necessary training and equipment being made available.
4. This job description will be reviewed once a year in conjunction with the Federations performance management system and may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.

PERSON SPECIFICATION

Job Title: **Admissions, Attendance and Dinner Officer**

Salary grade **SC5**

35 hours per week x 41 weeks (additional 2 weeks during summer holidays)

This person specification is a picture of the skills, knowledge and experience needed to carry out this job. The categories marked E will be used both for the purpose of shortlisting and testing as part of the interview process

Equal Opportunities	Essential / Desirable
Commitment to implement the Council's Equal Opportunities policies	S
Awareness of Equal Opportunities issues	S
Knowledge Requirements	
Effective use of ICT and other specialist equipment/resources	S
Ability to review office systems	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	S
Ability to organise, lead and motivate staff	
Ability to self-evaluate learning needs and actively seek learning opportunities	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	S
Qualifications	
Maths, English, GCSE grade C or equivalent	S
Experience	
Ability to liaise people in a warm and welcoming manner and demonstrate the ability to build rapport and interact with people at all levels, whether parents, colleagues or contractors	S
Managing multiple, complex workloads with the ability to prioritise general clerical/administrative work under pressure to an outstanding level	S
Experience of working with children and families	
Experience of development, management and operation of administrative systems	S
Personal Qualities	
Confident with outstanding communication skills	S
Creative, innovative character that shows a willingness to try new and different approaches	
Circumstances	
This post is exempt from the Rehabilitation of Offenders Act. Any criminal convictions will need to be declared	
Physical	
The post-holder must meet Lewisham councils' requirements for the post	

