



Post Title: Attendance Improvement/Admissions Coordinator

Responsible to: Headteacher / TSAT Attendance Lead

Hours of work: 37 hours per week term time only plus 1 week (39 weeks per year),

Salary: TSAT scale C

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **Any offer of employment for this post will be subject to a satisfactory Enhanced DBS Disclosure.**

MAIN PURPOSE OF JOB

- To promote excellent attendance and punctuality to reduce absence levels.
- To organise all casual admissions to the school in a timely manner.
- To undertake the administration of Exclusion from school letters when required.
- To undertake other administration tasks when required.

ACCOUNTABILITY

Attendance

- To maintain confidentiality at all times in respect of school-related matters and adhere to GDPR protocol to prevent disclosure of confidential and sensitive information.
- To liaise with Academy staff, Trust staff, the Attendance Advisory Service, relevant outside agencies as well as parent/carers to improve and maintain attendance and punctuality.
- To ensure attendance registers are completed accurately. Follow Academy first day calling procedures to ensure there are no missing marks or unexplained absences.
- To comply with the TSAT attendance policy ensuring monitoring steps are followed where attendance falls below 96%. This includes sending percentage letters, request for medical evidence letters, arranging meetings with parents and referral to the AAP.
- Complete appropriate paperwork for FPN notices for unauthorised leave of absence.
- Arrange and conduct meetings as appropriate.
- Attend school assemblies to promote and celebrate regular attendance.
- Develop and maintain reward and award schemes to encourage and motivate pupils to achieve outstanding school attendance.
- To print official registers daily for use in the event of a fire.

- To produce and interpret information relating to attendance patterns and breakdown of vulnerable groups e.g. LAC, EAL PP, FSM, etc.
- To monitor the attendance of vulnerable groups and ensure prompt action to inform relevant outside agencies when they are absent from school.
- Meet with the Attendance Advisory Practitioner and complete referrals as necessary.
- Undertake home visits as required.
- Refer Children Missing Education in line with statutory guidance.
- Provide accurate attendance data to SLT and Trust in a timely manner when requested.
- Complete and return Persistent Absence data to the Local Authority.
- Attend regular Trust wide meetings and training.
- Maintain general administrative filing and paper and computer based records to ensure data can be extracted easily when required.
- Undertake other duties considered within the scope of the post, as required.
- Act in accordance with the equal opportunities policy and undertake duties as required by the School Development Plan.
- To take part in training as required.

Exclusion from school

- Complete the appropriate paperwork within statutory timescales when a child is excluded from school.
- Record exclusions on the School Information Management system.

Admissions

- Receive completed admission paperwork from Medway LA or directly into the Academy.
- Monitor spaces available within each year group.
- Obtain relevant information from previous school in relation to academic ability, behaviour, attendance and any welfare concerns.
- Raise any relevant concerns with Head Teacher.
- Organise school visit, meeting and relevant associated paperwork
- Report pupils on/off roll details to Local Authority

PERSONAL SPECIFICATION

- English and Maths GCSEs including at grades A - C or equivalent.
- Good standard of education, willingness to undertake professional development training.
- Knowledge of SIMS software desirable but not essential.
- Experience of working in an office environment.
- Working knowledge of Microsoft Word and Excel.
- Good interpersonal skills.
- Good organisational and time management skills and ability to implement efficient and good practices.
- Ability to work collaboratively.

- Ability to work independently within set boundaries.
- Ability to cope with conflicting demands, deadlines and interruptions and to work to tight deadlines in a methodical manner.
- Empathy with children.
- Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives.
- Confidence and ability to deal with difficult situations calmly, firmly and with sensitivity.
- Ability to work as part of a team and openly and collaboratively with multi-agency colleagues, while applying the principles of confidentiality.
- Effective analytical skills and problem solving.
- Arrive, tenacity, and an ability to maintain focus, objectivity and sound judgment under complex conditions to achieve desired outcomes.
- Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships which generate confidence and respect.
- Personal commitment to excellence in service delivery.
- Flexibility to adapt to changing workload demands and new organisational challenges.
- Desire to pursue own personal development and take full advantage of training provided.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards.
- Ability to be creative in developing on going incentives and strategies to improve attendance and continually raise the importance of good attendance. Ability to 'think out of the box'.
- Ongoing commitment to inclusive education practices and equality of opportunity.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.

ORGANISATION

- The postholder will be line managed by the TSAT Attendance Lead.
- The postholder will have no line management responsibility.
- The postholder will have regular contact with pupils, parents/carers, relatives, all school staff, Governors, Local Authority and Trust staff and other schools.

Generic Duties relevant to all members of staff

1.1 The Trust

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims.

All staff should act with professional integrity at all times, following all TSAT policies and procedures including the Code of Conduct for employees. These can be found on www.tsatrust.org.uk/about/policies.

Actively promote the Trust Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

You will be based at The Gordon Children's Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites within your hub as required. Occasional travel may be required to other hubs.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

This job description forms part of the contract of employment of the person appointed to the post.

At the discretion of the Headteacher and the Trust Attendance Lead, such other activities as may, from time to time, be agreed consistent with the nature of the job detailed above.

Work with colleagues to achieve the Academy Improvement Plan objectives and targets.

Participate in Employee Development schemes and Performance Management and contribute to the identification of your own team's development needs.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post and will be relevant to the salary grade.

These responsibilities will be discussed annually as part of annual performance review and are subject to change.