Job Description
THE EDWARD BETHAM COFE PRIMARY SCHOOL
SCHOOL ADMINISTRATOR (Attendance and Data)

Job Title: School Administrator (Attendance and Data)
Grade: 5
Line Manager: The Headteacher, School Business Manager

Main responsibilities and tasks:

Organisation

- To support the aims and ethos of the school
- To act professionally and in the interests of the school at all times
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To display the utmost confidentiality and respect for pupils' records
- To work collaboratively with colleagues
- To seek efficiencies and improvements in processes

Administration

- Reception duties – to provide a professional and warm welcome to those visiting and contacting the school
- To carry out all administrative duties in a timely and efficient manner ensuring deadlines are met in order to maintain the efficient running of the school
- To manage email inboxes and school communication systems
- To respond to routine correspondence
- To provide support to school events
- To maintain the school diary and electronic calendars
- To establish and develop constructive relationships and communication with parents/carers, staff and outside agencies
- To support and administer all processes relating to the school census; FSM; tapestry; parent/carer consultation bookings; breakfast and afterschool club bookings; Nursery 30hr funding and lunchtime payments
- To carry out other duties and responsibilities of a similar administrative nature as commensurate with the level of the post and as required by the Headteacher and School Business Manager

Attendance

- To log daily absence
- To update pupil registers as necessary
- To follow up absence queries
- To generate attendance/absence reports
- To monitor absence and liaise with Headteacher and Local Authority Attendance Officer

Data Officer

- To create and update data in the school's SIMS management information system
- To create reports relating to pupil groups, including attainment and progress
- To support the Headteacher, Senior Leadership Team and Business Manager with data-related matters
- To support processes relating to data