

Job Description	
Post Title	Attendance and Operations Administrator
Salary/Grade:	Salary: Scale 5 (Point 11-15) £24030-£25809 pro rata (Actual £20487-£22004)
Reporting To:	Director of Operations
Disclosure Level:	Enhanced
Hours of Work:	36 hours x 39 weeks (Monday-Thursday 8.30am-4.15pm & Fridays 8.30am – 4 inc 30 mins lunch)
Leave:	Bank Holidays plus school holidays.
Core Purpose:	
<p>To work as part of the Operations Team to support all aspects of the administrative function of the Academy.</p> <p>To support the Academy's Attendance Lead with all attendance procedures, ensuring that official registers are accurately maintained.</p> <p>The post holder will need to work flexibly and be prepared to carry out a variety of attendance related and administrative tasks, as required by the Director of Operations.</p>	
Main Duties and Responsibilities	
<p>The precise nature of duties and responsibilities may be varied from time to time to meet changing circumstances of the team but will include:</p> <p><u>Operations</u></p> <ul style="list-style-type: none"> • To respond to enquiries on the telephone, in person or by email in a professional manner • To use the MIS systems (such as SIMS) to access data for information purposes and to produce reports as directed by the Operations Manager. • To assist with the organisation of meetings including producing agendas and taking notes or minutes when required. • To support the Director of Operations with the admissions procedures and accurately maintaining the student related information. • To prepare, produce, collect, collate, file and distribute documents e.g. attendance/absence letters, exam certificates, student offers, references. • To execute routine tasks including opening and distribution of mail, photocopying, faxing, sending and receiving e-mails, word processing and the distribution of documents following agreed procedures and timescales. <p><u>Attendance</u></p> <ul style="list-style-type: none"> • To support the Attendance and Family Engagement Lead with receiving and making daily calls relating to student absence • To support the Attendance and Family Engagement Lead to ensure accurate and timely recording of attendance data into SIMS • To support with the daily checks on children at risk of being absent without reason • To support the Attendance and Family Engagement Lead to contact parents on the first day of absence using the <i>School Comms</i> system. • To ensure up to date contact details for parents are maintained. • Ensure accurate attendance records are produced in the event of an evacuation. • To support with student attendance to examinations. • To support the Attendance and family Engagement Lead to provide accurate and timely information about attendance figures. <p><u>General Responsibilities</u></p> <ul style="list-style-type: none"> • To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need. • To be available to assist and undertake break duties. 	

- To support with exam invigilation
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.