

## JOB DESCRIPTION

<b>Job Title</b>	<b>Administration Assistant</b>
<b>Grade</b>	<b>2020 Scale 3 (2019 Band 2)</b>
<b>Reports to</b>	Attendance Officer
<b>Liaison with</b>	Teaching staff, support staff, pupils, parents
<b>Job Purpose</b>	To provide support for the attendance, admission and administration functions throughout the school.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To undertake all duties relating to pupil punctuality, attendance and general records,</li> <li>• To input and ensure the accuracy of data onto the computer and the schools MIS systems.</li> <li>• To contact parents/guardians on a daily basis concerning student absence.</li> <li>• To effectively use the schools MIS facilities to ensure the production of reports, letters and documents as required for attendance.</li> <li>• To lead upon monitoring, identifying and call back on pupil lateness.</li> <li>• To support the Admissions Officer with administration tasks relating to the admissions and appeals process across the school</li> <li>• To operate and maintain appropriate databases and spreadsheets, as required.</li> <li>• To undertake photocopying under the direction of the Office Manager</li> <li>• To undertake administration tasks under the direction of the Office Manager</li> <li>• To undertake reception duties, as required.</li> <li>• To assist with answering the telephone, taking and distributing messages.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> </ul>

**BEHAVIOUR SUPPORT: ATTENDANCE OFFICER  
PERSON SPECIFICATION**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of general administrative work Educated to NVQ level 2
	Knowledge of relevant policies and procedures	Good knowledge of school policies and procedures
	Literacy	NVQ level 2 in English or equivalent.
	Numeracy	NVQ level 2 in Maths or equivalent.
	Technology	Ability to use photocopier and basic office technology. Ability to use word processor and appropriate range of financial and administrative IT packages.
<b>Communication</b>	Written	Ability to complete basic forms and returns.
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes.
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy, as required.
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make a distinctive contribution to the work of a team.
	Information	Ability to provide timely and accurate information

		Contribute to the development and implementation of effective systems to share and safeguard information.
<b>Responsibilities</b>	Organisational skills	Good organisational skills and ability to remain calm under pressure.
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate a creative approach to work, as required by role.
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement Child Protection procedures, as required
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role