**Job Description**

**Job Title:** Administrative Assistant - Attendance

**Grade:** B1 SCP 4 - 6

**Reporting to:** Attendance and Welfare Lead

**Job Purpose:**

To work as part of the Administrative Team under the direction of the Attendance Leader to provide support to the Attendance Improvement Officers

**Responsibilities:**

* Ensure all registers are completed and no missing marks or unexplained absences remain.
* Email staff who have not completed their registers and any repeated non completion of registers is referred to the line manager.
* Follow Academy Policy of ‘first day contact’ within the Academy.
* Ensure all unexplained absences are accounted for or send letters requesting an explanation.
* Input timely information i.e. examinations, music trips, sporting events, absence reports etc. and to keep the AIOs, HOYs and other staff updated.
* Help monitor the attendance of vulnerable students at The Ruth Gorse Academy.
* Administer fixed penalty notices as directed by the Attendance Officers and Assistant Principal.
* Support with the completion of manual registers when required.
* Send out letters as required, in support of Academy policies on Attendance.
* On-going monitoring of attendance data, identifying students who require support.
* To provide administrative support to the Attendance Officers in the production of documents pertaining to all aspects of attendance including reports and bulletins.
* Maintain attendance boards around the Academy
* **Promote attendance rewards with key responsibility for organising resources for the 100% club**
* Support Attendance Improvement Officers with home visits.
* Service Attendance meeting and other meetings as required.
* Communicate effectively with both colleagues and parents / carers via written communication and on the telephone.
* Use IT applications and databases effectively to deliver administrative tasks.
* Work within, and to support Academy policies and procedures including adherence to our dress code to ensure a professional representation of the Academy at all times.
* Form positive professional working relationships with colleagues throughout the school.
* Deal appropriately with students when the occasion arises.
* Willingly engage with training as required by the school.
* On occasions to undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines and to support school events.
* Be aware of and comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection.
* Perform other relevant tasks as directed by senior leaders and the Principal.

**Key Skills:**

* To use good interpersonal skills to work effectively with staff and leaders.
* To work to deadlines and to encourage others to do so.
* To prioritise workloads and be proactive in using your initiative.
* Good telephone manner with parents / carers and other outside agencies.
* Proficient in Microsoft Office applications and SIMs.
* Have a good working knowledge of Excel and Word.
* To ensure confidentiality is maintained at all times.
* To work in partnership with The GORSE Academies Trust.
* Proven ability to communicate effectively with children, parents / carers and partners working in partnership at all times.
* A commitment to early intervention as a means of making a positive difference to the lives of young children.

**Personal Responsibilities:**

* Hold positive values and attitudes and adopt high standards of professional conduct.
* Carry out the duties and responsibilities of the post, in accordance with the Trust’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
* Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
* To willingly engage with training as required by the academy.
* Treat all aspects of the role with the strictest confidentiality.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

**Any Special Conditions of Service:**

* The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
* Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
* Contribution to the overall ethos/work/aims of the Trust.
* The Trust operates a No Smoking Policy.

*The Ruth Gorse Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*