

**JOB DESCRIPTION**

**ACADEMY: Braintcroft E-ACT Primary Academy**

**POST: Admissions and Attendance Administrator**

**REPORTING TO: Office Manager**

**JOB PURPOSE:**

The Admissions and Attendance Officer will be responsible for management and administration of nursery and primary school places, monitor whole school attendance, the administration of educational visits and administration of Free School Meals. Working very closely with the Attendance and Family Liaison Officers. To be responsible for managing and maintaining SIMS.net with regard to all pupil records.

Responsible for: 

* Admissions 
* Attendance 
* Free School Meals 
* Administration of Educational Visits

Also responsible for the day-to-day administration of the school, the role covers a number of functions including: Reprographics; Reception; and General Office duties.

The role is key to the delivery of the school’s strategic vision of teaching and learning.

**DUTIES**

**Main Duties and Responsibilities**

1. Advise parents and school staff by telephone, email and letter on all aspects concerning school admissions and Free School Meals including issuing forms and ensuring these are completed in full and correctly; arranging visits to the school; keeping the waiting list updated; informing staff of new admissions; and welcoming parents/pupils to the school.

2. Liaising with borough admissions department to maintain an accurate and on-going list of pupils to be admitted in September and throughout the year.

3. Ensuring pupil data is entered on SIMs and Parent Pay ready for new academic year and for in-year admissions, including CTFs, transfer of pupil files, maintain and updating files, and sharing relevant information with staff.

4. Working closing with the EYFS lead and Year 6 lead for transition to ensure a smooth move from nursery to primary and primary to secondary for all pupils.

5. Entering pupil data onto the computer from applications received for admission for all phases of school entry. Checking admission application forms and requesting further information from parents and schools where necessary. As well as preparation, update and distribution of information packs to parents

6. To assist with the administration and financial management of the Parent Pay cashless system with regard to parent accounts and free school meals in a timely manner, ensuring confidentiality and enabling students to purchase food when required.

7. To complete the necessary forms for EYPP, nursery head count and any other paperwork relevant to pupils and funding.

8. Complete off rolling for pupils who have left and follow Academy protocols.

9. Administer daily attendance and punctuality. Checking each morning and contact home by phone/text service if pupils are not in school.

10. To act as first line of contact to parents in relation to attendance and follow Academy protocol for safeguarding. Telephoning parents to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance.

11. To ensure registers are always taken, are accurate and maintained in a timely manner, working collaboratively with teachers, SLT and other colleagues to ensure that presence, lateness, unauthorised or authorised absence are recorded accurately and reliably in a manner that support relevant Academy policies.

12. Liaise with Senior Leadership Team, Attendance and Family Liaison Officers, SENDCo, Local Authority and other relevant staff/organisations regarding pupils who are of concern.

13. Produce attendance reports and follow up unauthorised absences on a daily/weekly basis, including eradicating unauthorised absences.

14. To print off official registers daily and explained absences to ensure at hand in event of a fire.

15. The timely production of termly attendance and absence statistics, including making relevant government returns, including Census.

16. Administration of all educational visits, ensuring risk assessments and registers are completed. Using the Evolve system to ensure educational visits are recorded timely and accurately.

17. Ensuring all pupils on educational visits and taking part in events are communicated and staff and registers are marked accordingly.

18. General administration including sending letters, filing and making telephone appointments, covering the reception areas; under the direction of the Office Manager.

19. To take minutes of meetings as required of any member of the Senior Leadership Team.

20. To work as directed by the Office Manager during the Academy holidays (Easter and Summer), to administer admissions.

**Administration**

* To be assist with typing, updating, photocopying and the distribution of letters/reports/forms e.g. school policies, school prospectus, staff manuals.
* Support administration function with day to day tasks.
* To support with arrangements for meetings and events.
* To co-ordinate with the Site Team where appropriate.
* To be a First Aider and be point of call for the students.

**Reception**

* Welcome visitors, ensuring signing in and safeguarding procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required.
* Sort incoming post and deliver or place in appropriate post trays.
* Maintain at all times the utmost confidentiality with regard to all financial reports, records, and personal data relating to staff, students and other information of a sensitive or confidential nature.
* Carry out any other responsibilities compatible with the role and grade.

**Generic Support Staff Responsibilities:**

Be committed to working as part of a cohesive, supportive and forward-thinking team of colleagues with a shared vision designed to:

* Raise student attainment so that all students progress to further and higher education and quality employment
* Place the Academy and its facilities and resources at the heart of the communities it serves
* Model the highest professional and personal standards to staff and students in all aspects of the role, leading by example and upholding the ethos of the Academy
* Ensure that all statutory requirements are met relevant to the role
* Lead, motivate, support, challenge and develop all staff, contributing to providing effective induction, continued professional development and performance management
* Create, maintain and enhance effective working relationships with staff
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear lines of accountability exist in the delegation of tasks and responsibilities
* Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos
* Regularly review own practice and performance, set personal targets and take responsibility for own professional growth
* Manage own workload and that of others to allow for an appropriate work/life balance
* Will be required to undertake First Aid training

*This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.*

*The Regional Directors and Head Teacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.*

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| **Person Specification**  L = assessed through application, I = assessed at interview E / D Essential / Desirable reference and evidence | | |  |
| GCSE English and Maths or equivalent | L | I | E |
| Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and Facility databases). | L | I | E |
| Relevant qualification in office administration and/or ICT applications or substantial relevant experience | L |  | E |
| Experience of using effective administrative, clerical and financial systems. | L | I | E |
| Evidence of continuing professional development, and willingness to expand levels of responsibility in accordance with the changing needs of the school. | L |  | D |
| Willing to work as a member of the team and make a positive contribution to the team’s effectiveness | L |  | E |
| High quality interpersonal skills with the ability to communicate effectively and appropriately with people at all levels.. |  | I | E |
| The ability to follow instructions accurately, but make sound judgments and lead when required. | L |  | E |

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| Familiarity with school administration systems and knowledge of SIMs, Electronic Register Systems and Parent pay or similar cashless management systems. | L |  | D |
| Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and Facility databases). | L | I | E |
| Strong interpersonal and oral communication skills. |  | I | E |
| Hard working, conscientious and accurate. | L | I | E |
| Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. |  | I | E |
| An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education. | L | I | E |
| Motivation to work with children and young people. | L | I | E |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people. |  | I | E |
| Emotional resilience in working with young people. |  | I | E |
| A commitment to the safeguarding and welfare of all students. |  |  | E |
| Experience of having worked successfully in at least one school. |  | I | E |