

## **JOB DESCRIPTION**

Updated 09/12/2020

**JOB TITLE:** Admissions and Attendance Officer

**MANAGED BY:** Senior Admissions and Attendance Officer

**CONDITIONS:** Scale: 6 Point: 18-20 - Term Time Only -  
36 Hours per week

**Salary range: £27,978-£28,992**

**Pro rata salary range: £24,202 - £25,079**

**Hours of Work: Monday-Thursday 8am - 4pm (45 minute lunch)  
Friday - 8am - 3:45pm (45 minute lunch)**

**PURPOSE OF JOB:** To provide an effective and efficient student support service, with minimal supervision, focusing on attendance, punctuality, admissions and mid-phase entry and induction.

### **Main Duties and responsibilities: -**

#### **Attendance**

- To be responsible for the twice daily processing of registers and any required follow up actions.
- To ensure compliance with the DfE guidance on attendance.
- To be responsible for dealing with parent/carer phone calls regarding student absence.
- To liaise with parents/carers of students on the 'at Risk' attendance lists
- Contact parent/carer on first day of absence for explanation of absence, where these have not been received, and ensure that registers are updated (This includes management of the text messaging system)
- To contribute to the production of attendance and punctuality reports for SLT and governors when required.
- To monitor student absence and liaise with parents and carers via telephone, meetings and written communications.
- To review in a timely fashion any missing marks or unauthorised absences for both lesson and session marks.
- To follow up all unexplained or unauthorised absences, especially for Persistent Non-Attendees.

- To support families in understanding the importance of and ensuring that good levels of punctuality and attendance are secured to raise school attendance levels.
- To make referrals to and support / liaise with the Education Welfare Officer and Local Authority including completion of CME paperwork.
- In line with Local Authority guidelines follow up non responses from families including Home Visits.
- To deal with punctuality issues as requested by the Deputy Headteacher.
- To operate and maintain the Rewards system in liaison with key members of teaching staff (e.g. achievement leaders).

### **Admissions**

- To work in conjunction with the Deputy Head in the administration of the school's admissions policy in line with LA guidelines.
- To be responsible for the secure and accurate set up/tracking of mid phase admissions and Year 6 to Year 7 transition admissions data.
- To be responsible for the admittance, induction and monitoring of all mid-phase admission students to the school. This includes: parental and student interviews; liaison with previous school; assessment testing; bulletin messages; assigning buddies; liaising with Key Stage and Achievement Leaders and other staff as necessary; creating computerised and manual pupil data files; assigning timetables; and monitoring progress.
- To monitor waiting lists and in line with LA guidelines, follow up non responses from families on the waiting list, including home visits.
- To be responsible for the timely compilation and secure transfer of weekly student 'on role' data to the LA's Pupil Placement Department.
- To ensure dealings with students, families and others are treated confidentially and approached with discretion, sensitivity and diplomacy.

### **Data Protection**

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

### **Additional Duties:-**

- To undertake CPD relevant to the post
- To participate in the school's performance management procedure
- To work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- To maintain high standards of professional behaviour and presentation.

- To undertake any reasonable additional duties required by the Head of School
- To share the school's commitment to: safeguarding and promoting the welfare of young people
- To participate in appropriate CPD to develop appropriate specialist expertise to contribute to pastoral team (eg bereavement training, restorative practice)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with Eastlea Community School & the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **SAFEGUARDING CHILDREN**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

**PERSON SPECIFICATION FOR:**
**IMPORTANT INFORMATION FOR APPLICANTS**

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be Application Form, your application needs to demonstrate clearly and concisely how you meet each criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meant them, you may not be shortlisted.

Please give specific examples wherever possible.

<b>CRITERIA</b>	<b>Essential/ Desirable</b>	<b>METHOD OF ASSESSMENT</b>
<b>PERSONAL QUALITIES</b> <ul style="list-style-type: none"> <li>• Energy, intelligence, assertiveness, motivation and be helpful, a good communicator and an excellent team player.</li> <li>• Value education and its role in securing the future success of the school's students.</li> <li>• A commitment to working in a busy school environment</li> <li>• Good attendance and punctuality</li> <li>• Adaptability to changing circumstances and new ideas</li> <li>• Professional approach to working</li> <li>• Resilient and determined to achieve goals</li> <li>• Committed to the ethos of the school</li> <li>• Willingness to be flexible and take on additional duties as and when required</li> </ul>	E  E  E  E  E  E  E  E  E  E	<b>Application Form</b>  <b>Application form</b>  <b>Application Form, Interview</b>  <b>Application Form, Interview</b> <b>Application Form, Interview</b>  <b>Application Form, Interview</b> <b>Application Form, Interview</b> <b>Application Form, Interview</b> <b>Application Form, Interview</b>
<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Educated to GCSE or equivalent level, including at least a C grade in English and Maths</li> <li>• Relevant IT software package qualifications / certification</li> </ul>	E  D	<b>Application Form</b>  <b>Application Form</b>
<b>SKILLS AND ABILITIES:</b> <ul style="list-style-type: none"> <li>• The ability to work effectively with both individually and as part of a team</li> <li>• Ability to work independently in challenging circumstances both inside school and in the community</li> <li>• Ability to work under pressure and meet deadlines whilst still being polite and reasonable</li> <li>• Be able to handle confidential issues sensitively and appropriately</li> <li>• Ability to communicate clearly and responsively with students, their families and other relevant stakeholders</li> <li>• Ability to engage constructively with, and relate to, a wide range of young people and their families with different ethnic and social backgrounds</li> </ul>	E  E  E  E  E  E	<b>Application Form, Interview</b>  <b>Application Form, Interview</b>  <b>Application Form, Interview</b>  <b>Application Form, Interview</b> <b>Application Form, Interview</b>  <b>Application Form, Interview</b>

<ul style="list-style-type: none"> <li>• Ability to organise and prioritise own workload within appropriate timescales and deliver to deadlines</li> <li>• Proficient in IT with particular skills in MS Word, Excel and/or Google</li> <li>• Proficient user of SIMS or other MIS</li> <li>• Strong organisation and administrative skills</li> <li>• Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.</li> <li>• The ability to build and maintain relationships with staff, students and parents/carers</li> <li>• Ability to demonstrate initiative</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p><b>Application Form, Interview</b></p> <p><b>Application Form, Interview</b></p> <p><b>Application Form, Test</b></p> <p><b>Application Form, Test</b></p> <p><b>Application Form, Interview</b></p> <p><b>Application Form, Interview</b></p> <p><b>Application Form, Interview</b></p>
<p><b>PROFESSIONAL EXPERIENCE, KNOWLEDGE &amp; UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• Literacy at a level sufficient to deal with and manage complex and lengthy reports, and to assimilate diverse and detailed information</li> <li>• Numeracy at a level sufficient to use and analyse data statistical information.</li> <li>• Willingness to participate in further training and development opportunities offered by the school</li> <li>• Experience of using Microsoft Office and/or Google to produce a range of professional documents</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>D</p>	<p><b>Application Form, Interview</b></p> <p><b>Application Form, Interview, Test</b></p> <p><b>Application Form, Interview, Test</b></p> <p><b>Application Form, Interview, Test</b></p>
<p><b>EQUAL OPPORTUNITIES AWARENESS:</b></p> <ul style="list-style-type: none"> <li>• A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way</li> <li>• A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities</li> <li>• A commitment to working in a flexible and collaborative manner with all members of the school community</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p><b>Application Form, Interview</b></p> <p><b>Application Form, Interview</b></p> <p><b>Application Form, Interview</b></p>
<p><b>CHILD PROTECTION AND SAFEGUARDING AWARENESS:</b></p> <ul style="list-style-type: none"> <li>• An understanding of child protection and safeguarding matters</li> <li>• A commitment to safeguarding and promoting the welfare of young people</li> </ul>	<p>E</p> <p>E</p>	<p><b>A Application Form, Interview</b></p> <p><b>A Application Form, Interview</b></p>