

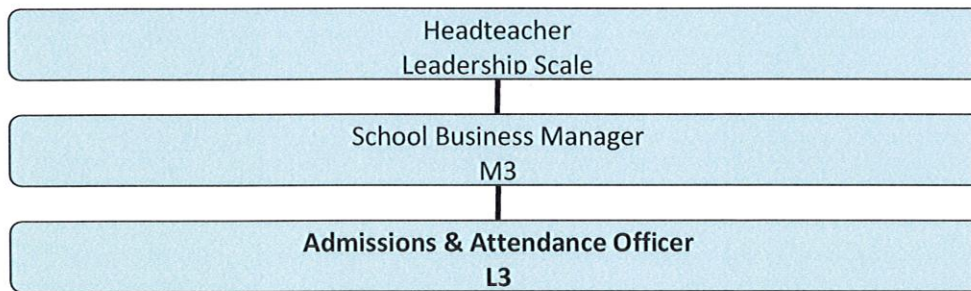
St MARGARET OF SCOTLAND CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE Admissions & Attendance Officer
GRADE L3
RESPONSIBLE TO HEAD TEACHER / BUSINESS MANAGER
HOURS 37 per week term time only + 5 training days

PURPOSE OF POST **Attendance** – To maintain the schools attendance records, analyse data and produce reports ensuring that the schools attendance targets are met and records are kept in line with statutory requirements.
Admissions – To support the management of Admissions process in line with policy and procedure.

ORGANISATIONAL CHART:



PRINCIPLE RESPONSIBILITIES

		%
1.	Maintain the school's attendance and punctuality records daily including this will include: <ul style="list-style-type: none">• Entering messages from parents regarding sickness and planned absences, managing student signing in/out, monitoring of Class registers, register checks and other daily tasks• Making first day absence calls/messages to parents/carers of students who fail to attend.• Ensuring that any unexplained absences are investigated and recorded in line with school policies and statutory requirements in conjunction with the Deputy Head/EWO• Attending regular meetings with the deputy head/EWO and family support worker to review any issues and monitor attendance targets and performance indicators	35

2.	Ensure absence letters are sent out on at least a weekly basis and any amendments to the registers are made as soon as possible to provide the leadership team with an accurate picture of our current attendance	15
3.	Monitor closely the attendance and punctuality of vulnerable groups, monitoring any trends and reporting any concerns directly to the Leadership team/EWO, producing specific reports for these students.	15
4.	To manage and administer the pupil admission process in accordance with the school's admissions policy to include; <ul style="list-style-type: none"> • Be responsible for circulating, collating and ranking admissions applications and supplementary admission forms. • Liaise with parents, Governors, Senior Staff and other agencies i.e. LA or local clergy or faith ministers. • Oversee and advise all connected parties on the starting school, in year and transfer of pupils to High School. • Accurately record all data on school's management systems. 	10
5.	To be responsible for updating In Year admission waiting lists and informing parents, LA when places become available.	10
6.	To assist with the collation of data for all statutory returns and ensure that all deadline are met.	5
7.	Provide all necessary documentation and information for Admission Appeals Panels.	5
8.	Any other general administration tasks to support the running of the School Office and Reception of similar grade.	5

Supervisory management: N/A

Financial resources: N/A

Physical resources: Computer, computer systems, other office equipment

Physical effort: N/A

Working environment; General school office

CONTEXT: All support staff are part of the whole school team. They are required to support the Catholic values and ethos of the school and school priorities as defined in the School Plan

To uphold the school's Mission Statement in all areas of school life, to enable us to "work & grow together" so that every aspect of a child's development will be complemented by all we do.

To observe all areas of the Schools Staff Code of Conduct as well as maintain confidentiality regarding all school business in line with the principles of the Data Protection Act

This will mean focusing on the needs of colleagues, parents & pupils and being flexible in a busy, pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The

fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The St Alban Catholic Academies Trust & the School are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

CVs will not be accepted for any post based in schools.

PERSON SPECIFICATION - ADMISSIONS & ATTENDANCE OFFICER

This acts as selection criteria and gives an outline of the type of person & characteristics required to do the job

PLEASE ENSURE, WHEN COMPLETING YOUR APPLICATION FORM, YOU GIVE CLEAR EXAMPLES OF HOW YOU MEET THE ESSENTIAL & DESIRABLE CRITERIA.

ESSENTIAL (E); without which the candidate will be rejected DESIRABLE (D); useful for choosing between good candidates

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable work experience in a general office environment including working within administrative and financial procedures.	1,2	Some experience of using Microsoft Office, including Word.	1,2
	Demonstrable experience of using word-processing, spreadsheets, databases and IT packages.	1,2	Experience of working in a school environment.	1,2
Skills/Abilities	Able to follow and work within procedures and guidelines.	1,2		
	Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2		
	Able to check information and maintain accurate records.	1,2,5		
	Able to add, subtract, multiply and divide, and reconcile expenditure figures.	1,2		
	Able to write straightforward letters and read instructions.	1,2,5		
	Able to use initiative within defined procedures	1,2		
	Able to manage own workload and meet deadlines, which may at times be competing.	1,2		

Competencies	Able to demonstrate: Appropriate motivation to work with young people Ability to form appropriate relationships with young people	1,2 1,2		
Equality Issues	Able to recognise some forms of discrimination, which commonly exist.	1,2		
Specialist Knowledge	IT literate with a good working knowledge of Excel, Word and use of the Internet.	1,2,4,5	Knowledge or experience of SIMS database	
Education & Training	RSA Stage 2 or equivalent qualification or equivalent experience.	1,2,4	A demonstrable willingness to undertake further training.	1,2
Other	<i>Willing to adjust at short notice the work tasks and activities to meet changing demands and priorities during work periods</i>	1,2		

1=Application form 2= Interview 3= Test 4=Proof of qualification 5=Practical exercise

The school will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure the policies of the St Alban catholic Academies Trust and the School are reflected in all aspects of his/her work, in particular,

- Equal Opportunities
- Health & Safety
- Data Protection Act

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