

## JOB DESCRIPTION

**Post:** (Attendance) Administration Assistant

**Grade:** NJC SCP 14-17

**Responsible to:** Office Manager/PA to SLT

**Purpose of the Post:** Under the guidance of Senior Staff be responsible for:

Day to day administration and provision of student data in relation to attendance and provide administrative assistance to Assistant Headteacher for Behaviour and ECM.

Undertaking administrative support within the Department.

### **Duties and Responsibilities:**

#### Specific Duties

1. Maintenance of the Registers, daily responsibility for ensuring all attendance is recorded and electronic registration is used effectively by all staff.
2. Entering attendance and daily communication with all the school's alternative education providers for identified pupils who are educated off site.
3. Manage requests for absence from parents and clear all unexplained absences
4. Providing school based information for internal and external users as required e.g. Year Progress Leaders, Year Student Managers, EWO etc.
5. Operate and lead the first day response for absences and telephoning parents as required.
6. Telephoning candidates who arrive late on examination days.
7. Monitor patterns of absence, record and report to Year Student Managers each week.
8. Prepare all attendance documentation, including key groups of students, prior to calendared meetings with Year Student Manager and Assistant Headteacher (Behaviour and ECM)
9. Meet with the Assistant Headteacher (Behaviour & ECM) to review and update procedures re recording, reporting and monitoring attendance.
10. Prepare weekly staff monitoring lists for Assistant Headteacher (Behaviour & ECM) relating to lesson by lesson registration of students.
11. EWS liaison and produce PA data return and be first point of contact for the EWS to plan improvements in attendance.
12. Prepare all documentation for the monitoring and issuing of Fixed Penalty Notices.
13. To meet weekly with Year Student Manager to look at each year group's attendance and punctuality data.

14. To prepare attendance return figures for the DCSF as required and ensure there are no missing marks for DFE Census and Attendance Audit for Local Authority.
15. To be aware of the legislative framework that governs attendance in school.
16. To liaise with other educational providers relating to the attendance of all students on roll, but who are educated off site.

#### General Duties

1. To undertake reception duties and provide advice and guidance to visitors e.g. members of the public, service users etc.
2. To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.

#### Admin & Clerical Tasks

1. To undertake typing and word processing of confidential reports, correspondence and any other relevant documentation.
2. In accordance with service standards respond to enquiries, both verbal and/or in writing, from a wide range of contacts.
3. To manage the upkeep of manual records and the inputting of computerised records and filing systems.
4. To deal with general correspondence and enquiries, and where appropriate refer more complex matters to supervisors.
5. To complete forms, statutory returns, documents etc, including those to outside agencies
6. To compile and distribute agenda items, arrange meetings, take competent minutes of the meeting and distribute the minutes in accordance with agreed timescales.
7. To analyse and evaluate basic data / information and produce reports information / data as required.
8. To assist in the maintenance of systems for storing, retrieving and disseminating information using manual and IT processes.
9. To operate office equipment e.g. photocopier, scanner, shredder, computer etc.

#### Duties and Responsibilities

10. To participate in all aspects of training and development. To be trained as one of the Schools' many First Aid Officers.
11. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
12. To communicate the Health and Safety policy, procedures and guidelines to all employees under the management/supervision of the postholder. To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
13. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

14. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
15. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post
16. Any other duty deemed reasonable, as directed by the Headteacher.

### **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

### **Generic Responsibilities of all Rainhill Staff**

- (a) To work consistently to uphold School's aims.
- (b) To work in a co-operative and polite manner with all Stakeholders.
- (c) To work with Students in a courteous, positive, caring and responsible manner at all times.
- (d) To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
- (e) To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- (f) To work with visitors to the School in such a way that it enhances the reputation of the School.
- (g) To seek to improve the quality of the School's service.
- (h) To present oneself in a professional way that is consistent with the values and expectations to the School. The appearance of all staff should at all times be supportive of school policies for the Students;  
e.g. 1 professional, and appropriate, appearance at all times including when out of School, eg trips, CPD etc.
- (i) Teachers – to uphold all of the National Teaching Standards.

### **Review of Performance**

The post is subject to Enhanced Disclosure

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: September 2015