



Christchurch Primary School
Attendance Officer/Administrative Assistant
Job Description

Purpose of Job

The Attendance Officer / Administrative Assistant will provide effective administrative and clerical support work for the school. They will also work with the Headteacher, other school staff, parents, pupils and outside agencies to ensure the positive attendance of pupils across the school.

TASKS

Organisation

- Support and deal with reception area/visitor matters e.g. parents and pupils
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Telephones and reception cover when required
- Promote and support high levels of attendance
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers

Administration

- Advise and assist parents/carers to maintain regular school attendance of their children
- Communicate clearly to parents/carers the attendance procedures and expectations of the school
- Collect and analyse attendance data to enable identification and tracking of pupil attendance
- Input daily attendance data onto the Integris management system
- Accurately minute meetings (and where relevant, telephone conversations) with parents/carers
- To follow Attendance policy and send out letters as required
- Produce termly reports for the Headteacher and Governing Body
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department
- To ensure all unexplained absences are accounted for or send letter requesting an explanation

- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- Develop and maintain links with parents/children and the local authority's Educational Welfare Service
- Monitor and ensure that correct attendance codes are entered in class registers and on Integris
- Schedule and attend school-based meetings with parents/carers as necessary
- Carry out appropriate administrative duties as required by the Headteacher
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to staff
- Provide administrative and organisational support to the Governing Body, including minute taking
- Undertake administration of complex procedures
- Support the school SENCO – Appointment letters, typing IEP's and Annual Reviews
- Liaise with School Health Visitor/Assist with height and weight checks
- Arrange and manage Care Plans/Protocols meetings with parents and school nurse
- Weekly liaison with EWO, arranging parents' meetings, CME referrals etc
- Updating of PRC's
- Maintaining the inventory

Resources

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock, cataloguing resources and undertaking audits as required
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises, responsible for termly booking forms and all new lettings requests

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

- Attendance Certificates
- Milk Distribution
- Preparation of new class registers
- First aid and administration of medication
- Upkeep of admin email inbox

Experience	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification or experience in relevant discipline • First Aid training • Very good numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Very good ICT skills • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities