Job description

Job title		Administrative Assistant				
Service Area		Highlands Primary School	**Function**			
Team	Admin Team		**Post number**		**Grade**	LBR 4
Reports to	School Business Leader					
Responsible for						

Purpose of job

To provide Attendance and Admissions support for the school

Major duties and responsibilities

1. Take and collect messages of absence and lateness from staff and parents at the start of and during the day. Record as necessary.

2. Ensure attendance registers are maintained accurately and make phone calls to parents of absentees on the first day of absence, as required.

3. Produce and publish attendance reports to School Leaders, staff and parents and produce 100% attendance certificates.

4. Maintain the school's administration for recording latecomers, and liaise as necessary with the Local Authority and School Leadership Team.

5. Supervise and keep records of children whose parents are late collecting them, and pupils who arrive late. Contact parents where necessary.

6. Process Leave of Absence requests for pupils, preparing documentation and having discussions with parents as necessary.

7. Process administration of documentation for Reception and Nursery admissions, in-year admissions and Year 6 transfer to secondary school. Liaise with previous and receiving schools, making referrals to the Children Missing Education Team as appropriate.

8. Administer the Synergy system to manage the nursery funding portal and in year waiting lists.

9. Input new children on to Integris. Liaise with staff regarding new children. Ensure new child files are created.

10. Remove former children from the current role. Liaise with staff regarding former children. Ensure child files are forwarded to new school.

11. Answer the telephone, dealing with routine enquiries, forwarding accurate information as appropriate.

12. Use commercial software (e.g. Microsoft Word, Excel, Outlook, ParentMail, Synergy and RM Integris) as necessary.

13. Be aware of and comply at all times with the schools Child Protection and Safeguarding Policies and Procedures.

14. To Demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care.

15. Any other additional duties as instructed by the School Leadership Team.

Person specification

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Method of candidate assessment: A = Application Form   I = Interview   T = Task
Weighting: 3 = most important, 1= least important

Selection Criteria	A - I - T	Weighting
Experience:		
Experience in using a range of IT systems and how they can be used effectively to support school administrative functions and processes	A-I-T	2
Experience of processing school admissions	A - I	3
Experience of processing school attendance	A - I	3
Skills:		
The ability to work independently or as part of a team	A-I	2
The ability to use IT to produce documents, spreadsheets and databases and work with Integris or equivalent databases.	A-I	3
Excellent verbal and written communication skills	A-I	3
Able to maintain confidentiality, to be aware of issues or situations and connect into the relevant part of the school	A-I	3
Able to remain calm and effective whilst working in a demanding environment	I	3
Able to listen, summarise an issue and liaise with relevant individuals	I	3
Able to work using on initiative and with limited direct supervision	A-I-T	3
Able to work with computers and other technology and willingness to learn and apply new systems	A-I-T	3
Excellent organisational and time management skills	A-I	2