

Job Description

Job title	Admissions and Attendance Officer 36 hours per week term time + 2 weeks	Grade	OUTL 5 point 12-15
School	Churchfields Infants School		
Reports to	School Business Manager		
Purpose of job			
To be responsible for the admission and transfer of the children in and out of the school and nursery. To provide and report on attendance and punctuality data, to support and challenge this data to improve punctuality and attendance for the whole school. To work as part of the school’s administrative team. To provide exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner.			
Main duties and responsibilities			
Attendance			
Daily			
<ul style="list-style-type: none">• Monitor and maintain accurate pupil attendance records using SIMS• Check the registers for missing marks and take appropriate action• Monitor the admin email inbox and “sick book” for absences• Phone/text parents of pupils where not present for registration• Record all absences using appropriate codes• Record any conversations when required on CPOMS• Maintain the school’s administration for recording latecomers.			
Weekly			
<ul style="list-style-type: none">• Monitor and keep full records of all communication with families regarding poor attendance and persistent absence or lateness• Monitoring whole school attendance, persistent absence and punctuality• Identify pupils who require support with their attendance• Identify through absence analysis, what praise, support or intervention is needed to encourage improved attendance or compliance• Liaise with Head teacher, SENCo, and Inclusion Team, regarding students who are of concern.			
Other			
<ul style="list-style-type: none">• To take a leading role in providing advice, guidance and support to families unable to achieve satisfactory attendance and punctuality• To liaise with the school’s designated Education Welfare Officer on a regular basis to challenge and support families to achieve good attendance and punctuality• To carry out administrative tasks associated with the management of applications for authorised/unauthorised leave (pupils only)• As required, create the data to provide termly and yearly comparisons to assist the senior leaders and governors to analyse trends• Produce and publish attendance reports to the Governing body, School Leaders, staff and parents• Manage the process of issuing penalty notices• Recording CMEs with the LA• Attend termly Admin Forum meetings.			
Admissions			
<ul style="list-style-type: none">• To be responsible for the admissions process for the school (including Nursery intake and waiting list), Reception intake – in liaison with the LA, mid-term admissions and leavers including Common Transfer Files (CTF’s). To be familiar and understand the criteria for admission of pupils to the school			

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- Complete the 'Weekly Vacancy Return' to LA
- Use the LA portal (SAM) to monitor/update admissions
- To maintain full and accurate pupil records including individual paper folders and ensuring the electronic files on SIMS are kept up to date in a timely fashion
- To administer CTF's both incoming and outgoing using SIMS
- To ensure all admissions are put onto SIMS prior to admission dates and are transferred to current role on the day of their arrival into school and to pass on relevant information to the Class Teacher, SENCO and relevant staff
- To ensure all data is correct/updated and any missing information is followed up
- To ensure previous school records are chased and filed away accordingly
- Maintain on roll and off roll spreadsheets with record of MIS system, permissions etc
- To ensure systems and procedures are in place for collecting parent eligibility information and updating the LA Early Years Portal termly using the Declaration forms
- Ensure all permissions are completed for all pupils regularly (e.g. on admission/yearly)
- In consultation with the Headteacher and SBM, to be responsible for the preparation, completion and submission of annual returns to the Local Authority and to keep such records as may be required by the DfE
- To be responsible for ensuring all school and nursery admission packs (prospectus) are kept up to date and distributed in liaison with the relevant staff members
- To meet and greet prospective parent/carers and to help with queries regarding admissions to the school
- To ensure Year 2 pupil files are prepared ready to forward to the relevant junior school at the end of the academic year and to liaise with new schools as and when appropriate.

Data Management and Reporting

- To maintain accurate records of free school meals (FSM/Pupil Premium, EHCP, SEN and EAL children) and reporting as necessary
- To coordinate junior transfer files and nursery to Reception transfer files (both manual and computerised) and manage the transfer of confidential pupils' records
- To import/export EYFS and KS1 assessment data on SIMS
- To implement and administer the annual reports to parents, ensuring the data is made available to parents/carers
- To complete and submit accurate statutory returns and pupil census data
- To ensure weekly and monthly returns for free nursery milk are submitted
- To ensure data security and confidentiality is always maintained in line with GDPR
- To keep up to date with data and assessment requirements and attend meetings and training provided by the Local Authority and other relevant bodies on behalf of the school
- To undertake year end procedures and setting up of new year data on SIMS.

Administration

- To work closely with SLT, SBM, EWO and the wider administrative team
- Provide clerical support e.g. photocopying, typing, filing, emailing, completion of standard forms, and respond to routine correspondence
- Undertake typing and preparing of documents including letters, mail merge, label, memo using word and other IT based packages (excel)
- To be responsible for managing the school's admin email account
- Provide personal, administrative and organisational support to other staff
- To provide a professional, friendly and helpful service for all telephone, email or face to face enquiries to the school
- To take responsibility for dealing with complex enquiries or difficult visitors to the school where able to
- To ensure school security arrangements are always complied with, including the issue of visitor badges and signing in and out of the school's InVentry system

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- To contact parents of children when necessary via phone or email
- To hold or be prepared to attend training for a relevant first aid qualification in order to act as an appointed person for the school and to be responsible for the care of children who are hurt or unwell by administering first aid to pupils as required, in keeping with school policies
- To accept and check delivery of orders
- To cover reception duties and ensure the reception/office area is kept tidy and organised
- To take part in the school's appraisal system
- To carry out reasonable and commensurate duties as and when required by the Headteacher and School Business Manager.

Responsibility

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management
- Promote and contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Ability to identify own training and development needs and cooperate with a means to address these
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Duties and responsibilities of the post may change over time as requirements and circumstances change. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and broadly in line with your grading level and competence. The job description does not form part of the post holder's contract of employment.