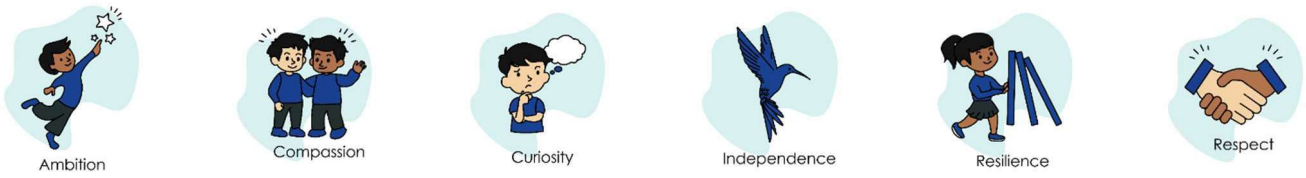
At Roding, we are 'Free to Achieve.'



ADMINISTRATION & ORGANISATION (Attendance/Admissions) LBR4

Grade: **LBR4**

Responsible to: **School Business Manager/Headteacher**

Purpose of the Role: **Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.**

TASKS

Organisation

- Deal with reception/visitor etc. matters e.g. parents and pupils
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.

Administration

- Co-ordinate manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Monitor and maintain data for generating, submitting and validating the school census return, 3 times in a school year.
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES
- To maintain effective and efficient internal communications
- 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)
- Provide personal, administrative and organisational support to other staff
- To maintain evacuation folder
- To contact parents of children when necessary via phone or Email.
- To accept and check delivery of orders
- To ensure the reception/office area is kept tidy and organised
- To take part in the school's appraisal system
- To carry out reception duties
- To carry out reasonable and commensurate duties as and when required by the Headteacher and School Business Manager

Attendance:

- Monitor and maintain accurate pupil attendance records using Arbor/other
- Check the registers for missing marks and take appropriate action

- Monitor the absence email inbox
- Email/Contact parents of pupils where not present for registration
- Record all absences using appropriate codes
- Record any conversations when required on Abor/CPOMS/Other
- Maintain the schools administration for recording latecomers.
- 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 CLT, SENDCo, and Inclusion Team, PP Lead and other relevant staff regarding students who are of concern.

  Other:
- 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 and with other external agencies to challenge and support families to achieve good attendance and punctuality records including meeting with families
- 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

Admissions:

- To assist with 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) and Year 6 transfers). To be familiar and understand the criteria for admission of pupils to the school.
- Complete the 'Weekly Vacancy Return' to LA
- Use the LA portal (SAM/Synergy) to monitor/update admissions
- To maintain full and accurate pupil records including individual paper folders and ensuring the electronic files on Abor are kept up to date in a timely fashion.
- To administer CTF's both incoming and outgoing using Abor.
- To ensure all admissions are put onto Abor 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, SENDCO 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 way accordingly.
- Maintain on roll and off roll spreadsheets with record of MIS system, permissions, consents etc.
- Update the LA Nursery 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/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 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 6 pupil files are prepared ready to forward to the relevant secondary school at the end of the academic year and to liaise with new schools as and when appropriate.

School activities

- To ensure all setup in relation to extended school provision/educational visits is carried out in a timely fashion.

- To publish the clubs in advance according to the policy, notifying parents
- Process any refund requests according the process
- Deal with parent queries regarding payments
- Help process and record childcare voucher payments and issue necessary invoices
- Carry out any additional admin in relation to school activities

Medical Records and First Aid

- Maintain the medicine log, check expiry dates and contact parents where necessary.
- Receive medication from parents and ensure all required forms are completed and recorded.
- When medication needs to be administered, inform the relevant staff and ensure this is recorded on Arbor/CPOMS as appropriate.
- Carry out half-termly class medical bag checks and report any missing or expired items.
- Provide first aid assistance to pupils and staff in accordance with the school's first aid procedures and the level of training held.
- Record first aid treatment and incidents accurately in accordance with school procedures.
- Hold, or be willing to undertake, an appropriate first aid qualification required by the school.
- Support the Medical/Welfare Lead with any other administration required.

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.

Resources

- Operate relevant equipment ICT packages
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Undertake financial administration procedures

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.

PERSON SPECIFICATION

ADMINISTRATION & ORGANISATION (Attendance/Admissions)

Essential education and qualifications

- NVQ Level 2 or equivalent qualification in administration, business administration, customer service or a related area, or equivalent relevant experience in a school, education or administrative setting.
- Good standard of literacy and numeracy, with the ability to accurately maintain records, enter and check data and communicate effectively in writing.
- First aid qualification, or willingness to undertake appropriate first aid training.
- Enhanced DBS check.

Essential key skills, abilities, knowledge, experience, values and behaviours

- Experience of development, management and operation of administrative systems
- ICT skills. Ability to use ICT equipment/resources
- Working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Ability to relate well to children and adults
- Ability to 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
- Current first aid qualification, or willingness to undertake appropriate first aid training.

Desirable key skills, abilities, knowledge, experience, values and behaviours

- Good understanding and ability to use relevant technology e.g. photocopier
- Keyboard/computer skills
- Participate in development and training opportunities
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Document version control:

Date created/amended: July 2024

Name of person created/amended document: HR

Job Evaluation Reference: EXT502

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	**Applicable to role**
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	Yes