

**Job Description:** Admissions and Attendance Officer

**Pay Scale:** 4

**Responsible to:** Headteacher



## Purpose of post

1. To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive at the school.
2. To promote and monitor outstanding attendance for pupils in the school.
3. To manage the admissions process for all children joining the school.
4. To provide administrative support for the school.
5. To contribute to raising achievement by improving school attendance and punctuality.
6. To promote positive attitudes from students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
7. To contribute to the overall aims of the school and meet the needs of the children, families and other professionals.

## Key Responsibilities

### Admissions:

1. To be responsible for the school's admission arrangements and liaise with the Local Authority with regards to spaces and new admissions.
2. To arrange and carry out admission interviews for new families in line with school procedures and contact previous educational settings for statutory information.
3. To provide Early Years staff with contact information and relevant paperwork so that they can carry out an induction and home visits as necessary.
4. To be responsible for inputting pupil admission data and undertake migration of data as necessary for the whole school, using the school MIS system.
5. To produce and disseminate information for staff on classes, year groups and cohorts of pupils.
6. To liaise with the pastoral team as necessary to ensure all pupils with additional needs are supported.
7. To be responsible for promoting and marketing the provision of our Early Years setting and to co-ordinate with the Assistant Head for EYFS on open days and school meetings.
8. To be responsible for completing and submitting LA and DFE Returns (Census and Data returns)
9. To be responsible for completing records and administration for 30 hours pupils.
10. To be responsible for maintaining the appropriate records (Informed Families Portal) with regards to Rising 3's, Terrific Two's and 30 hours Nursery numbers to ensure that the school receives the correct funding.
11. To liaise with the Assistant Head for KS2 to ensure relevant information is given to parents of Year 6 pupils at the appropriate times to assist with Secondary Transfer Applications.

### Attendance:

1. To be responsible for informing parents about the need to ensure the regular and punctual attendance of pupils;
2. To respond promptly to issues which may lead to non-attendance;
3. To be responsible for monitoring individual attendance on a daily basis and liaise with the pastoral team for vulnerable pupils;

4. To provide data about attendance trends and class percentages for the school newsletter as appropriate;
5. To ensure prompt follow-up on unexplained absences (first day calling);
6. To be responsible for ensuring that registers are accurate;
7. To process and follow up holiday requests;
8. To monitor trends in authorised and unauthorised absence and collate percentages;
9. To act as a point of contact for teaching and non-teaching staff where concerns need to be raised or advice sought;
10. To liaise with other professionals to determine potential sources of difficulties and reasons for absence;
11. To generate warning letters to parents as appropriate;
12. To work regularly with Education Welfare Service (EWS) and make referrals as appropriate;
13. To ensure that the attendance policy is followed and that the actions from EWS meetings are carried out;
14. To organise meetings with parents to discuss issues relating to attendance;
15. To notify (in consultation with the Headteacher) the EWS of the need for a Fixed Penalty Notice and provide support with prosecution;
16. To be responsible for class and individual rewards systems for good attendance;
17. To regularly report to the Senior Leadership Team on attendance issues and children causing concern within each phase;
18. To work with individuals or groups of children to encourage excellent attendance at school

#### **Reception Duties:**

1. To ensure that all visitors are welcomed to the school in a professional way and that the school's security procedures are adhered to at all times.
2. To be a shared point of contact for the school via the Office window, telephone or any other method of communication and perform reception duties in a professional, friendly and efficient way.
3. To offer friendly, helpful, approachable and courteous service at all times and take appropriate action on own initiative, resolving minor matters and referring more serious matters on to the appropriate members of staff.
4. To ensure that visitors are suitably looked after during their visit to school, including arranging refreshments when necessary.
5. To ensure that all messages are accurately recorded and communicated using the school procedures.
6. To ensure that all information is treated confidentially and to maintain absolute discretion at all times.

#### **Other Responsibilities:**

1. To take responsibility for own professional development by seeking opportunities and attending relevant training.
2. To be aware of and comply with all Safeguarding policies and procedures.
3. To be committed to the school aims and values and contribute to the wider life of the school.
4. To be willing to undertake first aid training and provide first aid to staff and pupils as required.
5. To ensure that the duties of the post are undertaken with due regard of the Health and Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
6. Any other duties required by the Leadership Team within the scope of this post.

An enhanced DBS clearance will be required for this post.

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.*