

Job Description: Admin & Attendance Officer

Pay Scale: 5

Responsible to: Headteacher



Purpose of post

1. To provide an efficient administrative service to meet the needs of the school.
2. To promote and monitor outstanding attendance for pupils in the school.
3. To manage the day to day workload of the office team.
4. To interact on a professional level with all colleagues and establish and maintain good working relations in line with the school's expectations
5. To respect confidentiality at all times
6. To maintain a calm, positive and professional approach when dealing with staff, visitors, telephone enquiries and communicating by email

Key Responsibilities

Administration

1. To manage the day to day workload of the office team
2. To be a point of contact for enquiries by telephone or in person, advising staff, parents, pupils, students, etc. on administrative procedure and on appropriate sources of help/information
3. Ensure records are kept confidential and information is maintained in line with the Data Protection Act and other legislation
4. To produce school documentation including letters, newsletters, booklets, reports, etc ensuring confidentiality where appropriate
5. On a daily basis check and respond to e-mails within the office mailbox
6. To develop and maintain filing systems for all information to meet the needs of the school
7. To keep appropriate senior staff informed of administrative issues and procedures, as appropriate
8. To assist with updating and maintaining the schools MIS database
9. Monitor and update school calendars and diaries as necessary

Attendance:

1. To be responsible for informing parents about the need to ensure the regular and punctual attendance of pupils; To respond promptly to issues which may lead to non-attendance;
2. To be responsible for monitoring individual attendance on a daily basis and liaise with the pastoral team for vulnerable pupils;
3. To provide data about attendance trends and class percentages for the school newsletter as appropriate;
4. To ensure prompt follow-up on unexplained absences (first day calling);
5. To be responsible for ensuring that registers are accurate;
6. To process and follow up holiday requests;
7. To monitor trends in authorised and unauthorised absence and collate percentages;
8. To act as a point of contact for teaching and non-teaching staff where concerns need to be raised or advice sought;
9. To liaise with other professionals to determine potential sources of difficulties and reasons for absence;
10. To generate warning letters to parents as appropriate;
11. To work regularly with Education Welfare Service (EWS) and make referrals as appropriate;
12. To ensure that the attendance policy is followed and that the actions from EWS meetings are carried out;
13. To organise meetings with parents to discuss issues relating to attendance;

14. To notify (in consultation with the Headteacher) the EWS of the need for a Fixed Penalty Notice and provide support with prosecution;
15. To be responsible for class and individual rewards systems for good attendance;
16. To regularly report to the Senior Leadership Team on attendance issues and children causing concern within each phase;
17. To work with individuals or groups of children to encourage excellent attendance at school

Finance

1. To be aware of and adhere to the Internal Financial Controls Policy at all times
2. To ensure that the school achieves best value when ordering goods and services
3. To be responsible for placing orders and entering them onto the school's finance system
4. To assist with receiving deliveries to the school and check off goods received as appropriate
5. To liaise with the finance officer to ensure that invoices are correct and ready for payment
6. To manage, monitor and maintain Free School Meals and Pupil Premium as necessary
7. To manage, monitor and collect money for educational visits and extended school journey as appropriate
8. To the school system for breakfast club, after school clubs and teatime club.
9. To work with the Finance Officer to manage debts within the school.
10. To liaise with the Trust Lead Finance and CFO as necessary and assist with the provision of information needed for financial returns and monitoring

Safeguarding

1. To ensure safeguarding procedures are followed to promote the welfare of all children.
2. To follow the schools safeguarding procedures, ensuring all visitors are made aware of the school's child protection officers and safeguarding statement

Other Responsibilities:

1. To take responsibility for own professional development by seeking opportunities and attending relevant training.
2. To be committed to the school aims and values and contribute to the wider life of the school.
3. To ensure that the duties of the post are undertaken with due regard to 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.
4. Any other duties required by the Leadership Team within the scope of 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.