

## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Data and Attendance Officer</b>
<b>Responsible to:</b>	<b>School Business Manager</b>
<b>Based:</b>	<b>George Spicer Primary School</b>
<b>Hours:</b>	<b>32.5 hours per week (Term time only 8.30 – 4pm plus inset days)</b>
<b>Scale</b>	<b>Scale 5 (point 12-17)</b>
<b>Contacts:</b>	<b>Headteacher, Senior Leaders, School Business Manager, Office Manager, other school staff, pupils, Governing Body, the Local Authority, parents and carers, and other outside bodies.</b>

### **JOB SUMMARY:**

- Ensure the accurate maintenance and management of pupil and school data and to be responsible for the school's MIS system.
- Promote a positive attendance and punctuality culture at George Spicer Primary School.
- Assist in tackling underachievement to enable pupils to have full access to educational opportunities and overcome barriers to learning and participation, this includes monitoring identified pupils attendance and punctuality.
- Assist in the provision of an efficient and effective school administrative function.
- Provide support to the Headteacher and SBM by ensuring that all necessary information is up to date and that requests are followed up in a timely fashion.
- To be part of the safeguarding team
- Liaise with staff in other schools/services and attend relevant meetings when requested this may include EWS, Social Care, Parent Support amongst other agencies.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Pupil Data:**

- Work alongside the School Business Manager to ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of pupil data.
- Manage the admissions process for the school in accordance with the LA/school admission policy (including Reception intake, in-year and Year 6 admissions and leavers including CTFs, waiting lists, transfer to secondary school etc).
- Responsible for organising and managing the administrative procedures relating to admissions, pupil records, and pupils with SEN (under the direction of the SENCO). To ensure that all appropriate records are maintained and necessary returns are completed and submitted by the set deadlines.
- Support Headship / Reception Leader of Learning in preparing the school admission packs and keep them up-to-date.
- Maintain robust processes and manage a varied workload using a structured, timely and prioritised methodology.
- Become a Scholarpack administrator / super-user.
- Load the annual pupil intake into Scholarpack in addition to administering pupils when they arrive, leave or transfer to the school.

- Maintain individual pupil records in accordance with Census requirements. Produce returns and ad hoc reports when necessary.
- Co-ordinate the updating of the Scholarpack database and Assessment data on an annual and ad hoc basis.
- Manage the annual updating of the Scholarpack database with the annual timetable and class changes.
- Maintain records of all disciplinary, behavioural and special needs issues relating to individual pupils and updating Scholarpack where necessary.
- Produce reports when required.

#### **Attendance duties:**

- Be responsible for organising a daily check on children at risk of high absence.
- Chase up reasons for absence following the attendance policy.
- Identified and work with individuals and groups of pupils to improve levels of attendance and put strategies in place.
- Maintain the Scholarpack database of pupil records for attendance and punctuality, liaising with the Leaders of Learning, Learning Mentors and Safeguarding Lead where necessary.
- Liaise with Education Welfare in the management of pupil absence with particular attention to persistent absentees.
- Keep the Headship team and Governors informed of any adverse changes or trend in pupil absence figures.
- Provide the Deputy Headteachers with weekly attendance reports.
- Ensure that school registration systems are correctly administered and report on the quality of the registers.
- Conduct parental meetings and work with the Education Welfare Officer to encourage increased attendance percentage with pupils with low numbers
- Produce and interpret statistical data relating to attendance patterns of groups within the school.
- Be the first contact for all attendance issues in school.

#### **Administration duties:**

- Provide cover and support to the Administration team as and when required.
- Arrange prospective parent visits to the school for the Headship team.
- Provide general clerical support as required, including minute taking when necessary.
- Administer first aid and medicine to pupils as required, in keeping with the school's policy.
- Support with pupil/parent correspondence and ensure information is presented effectively through the use of noticeboards, newsletters and the school website.

#### **GENERAL:**

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.

Date of Issue: .....

Signature of Postholder: .....

Signature of Headteacher: .....