

EXAMPLE

JOB DESCRIPTION	
Post Title:	Admin Assistant (Attendance)
Grade:	Scale
Department :	Attendance
Responsible to:	Attendance Officer
Responsible for:	N/A
Date:	

MAIN PURPOSE OF THE JOB

To provide efficient and flexible administrative support for the Academy's attendance system using a variety of administrative, clerical and secretarial skills including:

- Maintaining filing systems and databases, including collecting and collating information and basic statistics.
- Operating a variety of administrative processes and procedures, including the computerised attendance and registration data system e.g. SIMs and the production of attendance data. Developing them as necessary.
- Operating basic management data using spreadsheets as necessary and monitoring trends.
- Being flexible to meet rapidly changing priorities.
- Dealing with internal and external queries in an efficient and effective manner.
- Working in co-operation with other relevant staff e.g Attendance Officer, Data Examinations & Assessment Manager & Officer, IT Network Manager, Attendance & Welfare Advisor (AWA) - home visits, Careers support services, etc as directed.
- Covering Reception as directed.

DUTIES & RESPONSIBILITIES

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Provision of attendance administration, including:

- To use information technology and word processing equipment to create and maintain computer systems relating to pupil data and any other information system.
- To work closely with designated Year Group(s)/Form Tutors on pupils' attendance. Making telephone calls, arranging appointments and sending letters as directed.
- To input and manipulate a variety of data on databases, e.g. SIMS, as directed.
- Checking the am and pm registers on a daily basis and chasing up any that are not marked.
- To record lateness and reasons for absence in the SIMs system and update records with information received from Form Tutors and Heads of Year and the AWA.
- To liaise with the Network Manager/Data Examinations & Assessment Manager & Officer as directed in order to ensure that the teaching groups remain accurate and are kept up to date.
- To send letters to parents regarding attendance, as requested.
- To input attendance data from manual registration copies.

2. To be responsible for the production of attendance data as necessary:

- To provide attendance and registration data reports and information, as directed.
- To use SIMs to access student timetables and contact details.
- To follow up unexplained absences by phone call or letter on a daily basis.

3. General

- To word process correspondence, policies and other documents as directed.
- To undertake general office duties including filing, photocopying and collating documents.
- To cover Reception.
- To ensure that front line enquiries from staff, parents, pupils and visitors, whether in person, by telephone, fax or email are dealt with, including resolving or passing on complaints to the appropriate member of staff.
- To ensure that messages are passed on and suitable records maintained of such enquiries, events, messages and appointments.
- To ensure that all enquiries, as well as the taking and passing on of messages, are dealt with in strict confidence and that information is not disclosed to those persons who should not properly be made aware of such information.
- To ensure visitors to the school are welcomed in a professional, polite and friendly manner and adhere to the school's security policy (e.g. visitors badges, signing in/out etc).
- To deal with telephone attendance queries following SIMs, if required.
- To input data for student referrals and maintain accurate manual records.
- To organise appointments by telephone/letter.
- To prepare meeting agendas and take minutes, notes of key discussions and action points and distribute, as required.

- To be a flexible member of the Administration Team, covering colleagues' duties as required.
- To attend Team and Staff Meetings as required.

4. Other

- To undertake appropriate personal training.
- To ensure that all duties and responsibilities are discharged in accordance with the Academy's Health & Safety at Work Policy.
- To comply with the Academy's Equal Opportunities, Safeguarding, Confidentiality, Security and other policies, assisting with their development and promotion within the Academy, reporting all concerns to an appropriate person.
- To undertake additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post.

This Job Description is not prescriptive in that the needs of the Academy may change and this could necessitate revision in the future and amendment at any time, after consultation.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Academy's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

Signed

Postholder

Date

Signed

SLT Responsible Officer/Executive Principal

Date

Person Specification for the Post of Admin Assistant (Attendance)	
Knowledge	<ol style="list-style-type: none"> 1. Good working knowledge of SIMs or similar management information system. 2. Knowledge of data input and arithmetic.
Qualifications & Experience	<ol style="list-style-type: none"> 1. Experience of working in a school environment. 2. Good IT skills, including Word, databases, Excel, email and the Internet. 3. Experience of providing administrative support to a student Attendance function is preferable.
Leadership and Management Framework	<p><u>Achieving Results</u></p> <ol style="list-style-type: none"> 1. Ability to maintain effective and accurate records. 2. Good organisational skills. 3. Ability to work unsupervised. 4. Flexibility and ability to work as part of, and contribute to, the school's Administrative Team. 5. Ability to pay close attention to detail. 6. Ability to work under pressure in the Academy environment. 7. An understanding of the necessity for maintaining strict confidentiality, where appropriate. 8. Resourcefulness, enthusiasm, patience and a personable manner.
<u>Engaging With Others</u>	<ol style="list-style-type: none"> 1. Good interpersonal and communication skills (both oral and written). 2. Ability to deal with staff, pupils, parents, visitors and outside agencies, including the ability to promote the image of the Academy.
<u>Valuing Diversity</u>	Experience or empathy with, working in a multicultural environment.
<u>Learning Effectively</u>	<ol style="list-style-type: none"> 1. IT literate and willing to undertake further training as required. 2. A commitment to continuous professional development.