**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Schools:** | **Smithdon High School and St Clement’s High School (part of West Norfolk Academies Trust)** |
| **Job Title:** | **Attendance Officer / Administration Assistant (covering 2 schools)** |
| **Grade:** | **Scale E, point 7 – 11, £10.14 - £10.97/hour (£19,554 - £21,166/year FTE based on a 37 hour week) Please note that salary will be pro-rata** |
| **Hours/weeks:** | **37 hrs/week, 39 weeks/year (term time +1)** |
| **Responsible to:** | **Deputy Headteacher** |
| **Working With:** | **Head Teacher**  **SLT**  **Pastoral Managers**  **Admin staff** |

**Purpose of the Job**

To provide high quality administration support across 2 schools and work alongside key school staff in the schools to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

It is important to:

* Promote and support high levels of attendance
* Prevent unnecessary absence
* To support students in achieving their full academic potential
* Promote a positive attendance and punctuality culture
* Form strong relationships with parents/carers

**Responsibilities**

* Closely monitor student attendance on a daily basis in liaison with Pastoral Managers and Tutor Team to ensure student attendance information is correct and any absence is addressed as a priority
* Working closely with parents/carers and students to improve levels of attendance, communicating with parents via telephone, letter and face to face meetings, and co-ordinate parental support and training (where appropriate) regarding attendance issues
* Undertake first-day absence phone calls for all absent students
* Update daily attendance data in accordance with statutory guidance, ensuring that correct attendance codes are entered in class registers and on SIMS
* To ensure all A.M. and P.M. registers are completed and no missing marks or unexplained absences remain
* To closely monitor the attendance of vulnerable groups of students and liaise with staff/SEND department, designated senior person responsible for looked-after children (LAC) and safeguarding, as appropriate
* Manage Attendance line telephone calls and messages on a daily basis
* Liaise with staff to ensure that you are aware of which students are attending external visits and update attendance records accordingly
* To print off official registers daily and explained absences to ensure it is readily available in the event of a fire
* Identify students for weekly attendance meetings with Deputy Headteacher, participate in meetings and send follow-up letters home. Produce reports on these students and monitor weekly
* In support of the Pastoral Team, work with students who are late or absent to resolve issues and support good attendance
* To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, external agencies and parents/carers
* To interpret information relating to attendance patterns and identify key areas of concern for Pastoral Managers and Senior Leaders
* Produce detailed analytical attendance reports from the School Management Information System for stakeholder communication with West Norfolk Academies Trust, Local Governing Body, Local and National Government
* Attend regular internal attendance meetings with key staff to discuss concerns and formulate actions
* Carry out home visits when required
* Identify students for Fast Track and Fixed Penalty procedures, complete referral forms, write to parents, minute parental meetings and complete witness statements and court packs for proceedings when required to defined Local Authority procedures
* To check attendance records prior to the Census to ensure school attendance is accurate and up to date
* Demonstrate excellent organisational and time management skills in managing a busy role with multiple priorities.
* Maintain confidentiality and discretion in all matters
* To keep up to date with SIMs training
* Carry out appropriate administrative duties as required by the Headteacher, including but not limited to school events, reception cover, examination timetable
* Carry out duties in line with the School policies to promote and safeguard the welfare of children, young and vulnerable people

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the schools, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl/Int |
| Level 2 Maths |  | **🗸** |
| A willingness to successfully complete First Aid Training | **🗸** |  |

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| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working with young people |  | **🗸** | Appl/Int/Ref |
| Good understanding of, and ability to use, relevant technology e.g. photocopier, telephone switchboard | **🗸** |  |
| Good keyboard and ICT skills. | **🗸** |  |
| Excellent telephone manner. | **🗸** |  |
| Understanding of school roles and responsibilities |  | **🗸** |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  | Appl/Int/Ref |
| Ability to relate well to students, parents/carers/guardians and other adults | **🗸** |  |
| Good communication skills | **🗸** |  |
| Assimilate information quickly and prepare succinct summaries |  | **🗸** |
| Good organisational and time management skills | **🗸** |  |
| Ability to work effectively under pressure | **🗸** |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Genuine concern for others |  |  | Appl/Int/Ref |
| Decisive, determined and self-confident |  |  |
| Integrity, trustworthy, honest and open |  |  |
| Accessible and approachable |  |  |
| Excellent interpersonal skills |  |  |

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| Appl = Application form | Int = Interview | Ref = Reference |