**Job Description Admissions and Attendance Officer**

**Reporting to:**  Business Manager
**Start date:**

**Salary:**  LBR 5 £24,462 per annum (FTE)
**Hours:** 36 hours per week (term-time only)

**Disclosure level:** Enhanced

**Role Purpose: Overview of the Job**

To provide and develop administrative and personnel support to assist the school in achieving its targets and objectives.

To operate and fully utilize the schools Management Information System (Integris), inputting and analysing data and producing statistics and reports as and when required and in accordance with statutory requirements.

To ensure all business support is provided efficiently and effectively to defined stakeholders. Provide support to Senior Admin Officer, team members, teachers, leadership team and other staff within the school.

Perform a range of general, clerical and administrative activities as part of the Administrative team within the school with **specific responsibility for data and pupil matters – see below.**

**Specific tasks and duties:**

* To be responsible for all procedures relating to admissions for nursery, school and secondary transfer.
* To be responsible for the maintenance of pupils’ records and confidential files and ensure that all procedures relating to admissions are carried out in accordance with both the School’s and Council’s criteria and requirements.
* To manage the school’s Integris database system for staff and pupils, ensuring all relevant staff have access to the system.
* To work with and provide statistical information to the Local Authority, SEN and Inclusion Team and the DfE as & when required.
* To analyse and evaluate data/information and produce reports / data / information as required.
* To produce accurate pupil information for school census.
* To provide support for admissions, co-ordinating and input of new pupil information received as necessary.
* To be responsible for the electronic common transfer system between schools.
* To ensure the smooth transition of data from one academic year to the next.
* Oversee and organize the management of admissions procedures in line with London Borough of Redbridge, maintain waiting lists and allocate spaces accordingly in line with the schools’ admissions policy.

**Attendance duties:**

* To maintain accurate and up to date attendance and lateness records both manually and electronically. To ensure ongoing monitoring of attendance for all children and to promote good attendance and punctuality across the school.
* Ensure registers are checked daily for absence and lateness and follow up any absences by telephone or other means. To check the answerphone for absence messages and record appropriately.
* To be responsible for contacting parents/carers of children who are absent from school and that any queries regarding absent children are dealt with through the appropriate channels: Leadership Team, Class Teacher, Parent/Carers and to follow school procedures to request details for unknown absences.
* To ensure full records are kept and that all absences are recorded on Integris on a daily basis.
* Process applications for ay leave/special absence of children in liaison with the Headteacher.
* Identify individuals and/or groups of children that may require additional support to improve their levels of attendance and punctuality and assist in raising standards.
* Hold regular meetings with the Education Welfare Officer (EWO) and refer children who are not meeting attendance targets and those who take holiday during term time.
* To collate and accurately present weekly attendance statistical information as a report for the Headteacher and fortnightly for the EWO.
* To be an active member of the safeguarding team

**Stakeholder focus:**

* Receive and respond to everyday enquiries from/to stakeholders to provide a timely and effective service to others.
* Recognise/understand the impact of incidents arising and devise solutions to a range of practical problems to ensure appropriate resolution of stakeholder queries or other issues – always ensuring that school policy for escalation is followed.
* Complying with customer service standards and promoting the development of high quality, individualised and customer-led services.
* Provide cover for the operation of reception facilities and ensure these are both efficient and hospitable, answering the telephone, receiving, registering and escorting visitors as required.

**Other responsibilities**

* Work constructively and flexibly as part of a team, understanding school rules and responsibilities and your own position within the organisation.
* Be available to administer first aid treatment when required.
* Deal with complex reception /visitor matters.
* Provide general administrative support to the Head teacher, School Business Manager and Governing Body.
* Contribute to the overall ethos, work and aims of the school.
* Liaise with line manager and attend meetings as required.
* Undertake research and obtain information to inform decisions.
* Work effectively with team members and others across the school / Council in providing and promoting a service.
* Comply with the school’s commitment to achieving equality of opportunity.
* To work across the admin team supporting as required.
* Take responsibility for continuing self-development and participating in training and development activities and Performance Management as required.
* Being responsible for your own Health & Safety, as well as that of colleagues, service users, pupils within school and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Establish constructive relationships and communicate with other agencies/professionals.