

Corbets Tey School Job Profile

Job title:	Pupil Records Admin Assistant & Attendance Officer
Grade:	APTC Scale 4
Hours:	35 hours per week, Monday – Friday, 39 weeks per year, 8:30am – 16.30 with 60 minutes lunch break or 8:30am – 16.00 with 30 minutes lunch break
Reports to:	Deputy Headteachers on both sites
Location:	Corbets Tey Main Site and Corbets Tey @ The Avelon
Staff managed (if any)	N/A

Job purpose and context

An Administrative Assistant is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders.

The Pupil Records Admin Assistant is often a first point of contact and is, therefore, expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner.

The Attendance officer will monitor and report on whole-school attendance data on both sites, analysing data to identify key areas of concern. They will work closely with staff as well as parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

Roles and responsibilities of Pupil Records Admin Assistant & Attendance Officer

1. Provide effective and efficient customer service through communication with internal staff, parents, carers and other stakeholders.
2. Assist in the management and coordination of the school administration.
3. Administer and maintain up to date pupil information and data on SIMS including census data for LA/PLASC.
4. Liaise with headteacher and deputy headteachers as required to ensure the smooth transition of new starters and leavers.
5. Build positive relations with parents and carers to encourage family involvement in their child's attendance
6. Prepare correspondence to support liaison with parents and carers to provide relevant information about the school/sixth form and request pupil information.
7. Maintain the pupil information booklet template and ensure that parents and carers have completed this before a new pupil starts at the school.
8. Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
9. To follow the 'First Day Calling' process in line with school policy and procedures.

10. Follow up on any unexplained absences with parents and carers; escalating issues as appropriate in line with school policy and procedures.
11. Initiate and oversee the administration of absence procedures, for example holiday permission forms.
12. Manage school census returns throughout the academic year.
13. Maintain accurate records of communications with parents and carers and relevant interventions recording through CPOMS and as appropriate.
14. Ensure all new pupil information is set-up and entered on SIMS and receive CTF Pupil files from other schools.
15. Create and maintain all aspects of physical and electronic pupil files and information.
16. Ensure that all files are scanned and retained for the correct timescales according to the Data Protection Act. Ensure copies of leavers files are forwarded to the relevant destination school or college in physical and/or electronic format.
17. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Children Missing in Education, Prevent) and safeguarding and child protection policies
18. Ensure all pupil data is accurate and updated including circulating parent permission booklets and Pupil data collection sheets with parents and carers in line with school procedures
19. Work with the designated safeguarding leads (DSL & DDSLs) to promote the best interests of pupils, including sharing concerns where necessary
20. Create and share a report regarding persistent absence ahead of safeguarding meetings
21. Ensure that all new information regarding pupils and class groups is communicated regularly to class staff and to catering staff (e.g. medical needs, allergies, medication).
22. Produce and interpret attendance data as well as staff and pupil accident data for termly reporting to school governors
23. Support with updates to the attendance policy
24. Manage the start of year and end of year processes on SIMS including creating the pastoral structure, academic calendar and entering and admitting new intake of pupils.
25. Use appropriate software and management information systems including SIMS and MS Office to retrieve and enter data, create and update files. Extract data, produce reports and returns via SIMS and MS Excel as required.
26. Where requested by the senior management team provide administrative support for EHCP and Annual Review processes for pupils across both sites ensuring that teachers meet deadlines, inviting appropriate professionals and liaising with the LA with regard to legal compliance.

27. Compile and submit end of key stage and other statutory assessment to the LA and DfE
28. To manage school meals payment system (Squid) and issue vouchers to parents and carers for free school meals where necessary
29. Encourage 'free school meal' uptake including publishing 'free school meal' initiatives
30. Design, create and print out complex documents using a computer as required (for example: school publications, reports, presentations, learning materials).
31. Work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
32. Take appropriate action to monitor and maintain a healthy, safe, secure, efficient and effective working environment.
33. Complete school based induction and any subsequent training required to improve performance.
34. Participate in the school performance management system.

Notes:

The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.

London Borough of Havering

**Pupil Records Administrative Assistant and Attendance Officer
Person Specification**

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and manage and supervise the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow directions given by the senior leadership team	✓		Interview
Ability to manage and coordinate administrative services	✓		Application & interview
Ability to communicate confidently with people at all levels	✓		Application & interview
Ability to present a professional image to the school	✓		Application & interview
Knowledge and understanding	Essential	Desirable	Assessed by
An understanding of the importance of accurate record keeping and systems that keep vulnerable children and young people safe	✓		Interview
An understanding of health, safety and security issues in schools	✓		Interview
An understanding of safeguarding issues in schools	✓		Interview
An understanding of school office systems, procedures and policies	✓		Application & interview
A willingness to become conversant with and apply the policies and procedures of the school	✓		Application & interview
Knowledge of potential barriers to high attendance that Pupils may face		✓	Application & interview
Qualifications and experience	Essential	Desirable	Assessed by
A high level of IT skills to support the use of complex spreadsheet and word processing tasks	✓		Application & interview
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
Two years relevant experience in administration and organisation	✓		Application & interview
Experience in the SIMS computerised package used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview

