

School Office and Attendance Manager

Job description



Directorate: Schools

Post Title: Administrative Assistant Level 2 A1076

Evaluation A5319

Grade: N7

Job Purpose: To provide administrative and attendance support to the school.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To work as a school attendance officer and to contribute to the objectives of the school in respect of ensuring improved outcomes for pupils and their families. To work closely with the school's Leadership Team on all issues connected with attendance.
- 2 To contribute to the effective use of statutory measures for attendance where appropriate and to be involved in decisions regarding the use of such powers.
- 3 To work with the school to identify cases where absence is a cause for concern. To particularly focus upon addressing issues where persistent absence is an expected consequence if no intervention or support is available.
- 4 Participate in the development of school reward systems in relation to attendance and account for a limited delegated budget in this area.
- 5 To ensure that Safeguarding procedures are implemented appropriately.
- 6 To ensure all record keeping and reporting requirements are adhered to and to provide reports to the Head Teacher, in accordance with service, professional requirements and statutory requirements.
- 7 Produce and interpret statistical data relating to attendance patterns.
- 8 Make contact with other schools and gain any relevant information about the attendance records of new pupils.
- 9 Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

- 10 Liaise with the Parent Support Advisor and other support services to improve attendance rates.
- 11 Assist the school by maintaining good relationships with staff, parents, governors, contractors' representatives and external agencies in order to promote the objectives of the school.
- 12 Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and other external agencies.
- 13 Ensure that Admissions and Exclusions functions operate in accordance with the relevant Codes of Practice.
- 14 To provide administrative support including telephone, correspondence, maintenance of office systems and diaries etc.
- 15 To be a point of contact for all parents, governors, visitors and external agencies to the school.
- 16 To ensure the health, safety and well-being of children entering and leaving the school.
- 17 To undertake the procurement and ordering of associated stocks and supplies as required.
- 18 To ensure first day response calls are made for non-attendance of pupils.
- 19 To assist in maintaining an accurate Single Central Record file.
- 20 Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
- 21 Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures and exam results.
- 22 Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations and online payment systems.

General

- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.