



JOB DESCRIPTION

NAME: Heygarth Primary School

POST: Administration and Attendance Officer - Band E (SCP 8-11)

Reporting to: Office Manager
(Headteacher/School Business Manager)

Line Management: None

1. To provide administrative support to the school, including the use of SIMS/FMS, word process correspondence, orders, curriculum documents, policies, information/ letters/texts/newsletters to parents, photocopying, diary management, filing, scanning, faxing and emailing.
2. Undertake reception duties; act as a first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
3. Maintaining the school's robust approach to safeguarding by ensuring that all applicable visitors are DBS checked and that the school's DBS records are maintained.
4. Ensuring that all visitors are appropriately inducted with regard to safeguarding and health and safety procedures.
5. To have thorough knowledge of all school policies and procedures to carry out all administrative duties in a timely and efficient manner, ensuring all deadlines are met in order to maintain the efficient running of the school.
6. To be a contact for all attendance issues, undertake first day calling, obtain reasons for absence, reporting any unexplained absences or safeguarding concerns to the Headteacher/SLT.
7. Track pupil attendance and produce accurate reports for different groups of pupils.
8. To ensure meticulous records of attendance related actions and outcomes are maintained in paper form and on SIMS.
9. To update the Headteacher and other senior colleagues on a regular basis regarding individual pupils' attendance and progress towards whole school target.
10. To work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed
11. To contribute towards and monitor strategies to improve attendance e.g. parenting contracts, penalty notices, celebrations and awards etc.
12. With support, ensure that the Children Missing Education procedure is followed.
13. To provide support in dealing with pupil admissions, including in-year transfers in accordance with the school's admissions policy and procedure.
14. Liaise with other schools re: starters/leavers for CTFs and to manage the transfer of pupil records.
15. Maintain and collate pupil records.
16. Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and co-ordinating events.
17. To support staff in arranging, accurately pricing and all administrative and pupil aspects of trips.
18. To provide support in respect of income by accurately recording all monies received and providing receipts.
19. To follow the school's debt policy to ensure that all the steps are taken to recover the debts, liaising throughout with the Business Manager/Headteacher.

20. To process free school meals documentation and ensure relevant parties are informed and that SIMS is accurately maintained, including the monitoring of food allergies.
21. To liaise with the suppliers of fruit and milk regarding pupil numbers and provide regular reports of eligible children to class teachers and catering staff.
22. Under guidance from the Business Manager, use FMS for the raising of purchase orders and processing of invoices.
23. To provide support in respect of income and expenditure of the petty cash and school fund accounts; receiving income, reimbursing payments and maintaining accurate records in accordance with the school's financial policies.
24. Maintaining the school's accidents records and producing reports.
25. Provide first line support to the Headteacher with processing supply cover.
26. Assist the Business Manager with the induction of staff and issue welcome packs.
27. Analyse and evaluate data and information and run reports
28. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
29. Organise meetings and ensure refreshments are provided.
30. Process forms, returns, etc., including those to outside agencies, and run reports.
31. Contribute to the planning and development of administrative and financial procedures and systems.
32. Responsible for adherence to financial regulations and audit requirements.
33. Assist with pupil first aid/welfare duties, caring for sick pupils and liaising with parents/carers/staff, including the administration of medicines.
34. Provide general advice and guidance to staff, pupils and others, where appropriate.
35. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
36. Be aware of and support difference and ensure equal opportunities for all.
37. To be a proactive and supportive member of the school team, contributing to the overall ethos/work/aims of the school.
38. Participate in training and other learning activities and performance development as required.
39. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Headteacher

Date