|  |  |
| --- | --- |
| Trinity Sixth Form Academy Job Description |  |

|  |  |  |
| --- | --- | --- |
| Job Title:  | Attendance & Admissions Officer / General Administrator |  |
| Job Scale:  | Scale 437 hours per week (Term time plus 5 days) |  |

**BASIC JOB PURPOSE**

* To co-ordinate the attendance and admissions processes in order to improve whole academy attendance and ensure robust admissions processes.
* To maintain accurate records across the academy and report on attendance as required.
* To liaise with staff, students, parents and multi-agency partners to ensure that attendance and admissions processes are accurate and fit for purpose.
* To work as part of the general administration team, providing a range of administrative support to contribute to the delivery of teaching and learning across the academy.
* To support the development of effective and efficient administration services

**Reporting to: Administration Manager / PA to Principal**

**Responsible for: NA**

**Main Responsibilities**

* To provide accurate student information regarding daily attendance and number of students on roll.
* To ensure that student absences are correctly recorded.
* To support in the development of monitoring systems that support improvements in student attendance and ensure staff have access to relevant information.
* To produce timely data and reports required by the Senior Leadership Group and Governors.
* To ensure that issues of attendance and admission comply with the relevant equality, safeguarding and education legislation.
* To liaise with other staff in relation to the needs of identified students.
* To be responsible for the records of all student movement. This includes those admitted to the academy, transferring to other educational provisions and liaising with all relevant staff to ensure students are correctly on roll.
* To develop active relationships with agencies to promote attendance and admission e.g. local authority, health services, parent and carer organisations.
* To deal with parental enquiries, which can be challenging conversations.
* To work as part of the general administration team to provide customer focused services and a high quality, efficient administration support, using a range of IT packages and general office skills.
* To deal with enquiries from internal and external customers.
* To undertake administrative duties including; preparing correspondence; managing meeting rooms, dealing with hospitality and arrangements for attending conferences, raising orders and monitoring stock supplies.
* To collate and prepare information from a variety of sources, including inputting and retrieving data using databases, or other applications.
* To communicate effectively with internal & external customers in relation to work undertaken.
* To prioritise work to meet conflicting deadlines.

|  |
| --- |
| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy/school has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the Principal, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the academy/school, students, parents and staff
* To adhere to the academy’s/school’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date  |

|  |
| --- |
| **PERSON SPECIFICATION** |
| **Attendance and Admissions Officer / General Administrator** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * 4 or more GCSE’s at grade C or above, including English and Maths (or equivalent
* evidence of experience in an similar, office or administration role
* experience of working to deadlines
* experience of note taking and arranging meetings
* experience of using databases, word processing and a range of other IT packages
* experience of producing reports
 | * Experience of working in a school environment and an understanding of safeguarding and child protection issues
* Experience of school sbased databases such as SIMS or Bromcom
 |
| **Knowledge & Understanding** | * knowledge of administration systems and general office procedures
* understanding of filing, storage and archive systems and procedures
 | * Understanding of admissions and attendance in an education setting
 |
| **Skills and Abilities** | * ability to communicate and negotiate effectively to a range of audiences (internal and external) through strong inter-personal, written, oral and presentation skills
* sound judgment and ability to make decisions based on understanding of relevant information
* able to prioritise work and to manage work to meet tight deadlines
* adaptability to changing circumstances/ideas
* work as an effective team member and apply given instructions
* customer service skills
* able to apply written and verbal instructions
* able to organise, plan and complete tasks
* able to work in an education environment, around young people
* high personal standards and able to provide a role model for students and staff
* seek support and advice when necessary
 | * negotiate and consult fairly and effectively
* deal sensitively with people and resolve conflicts
 |
| **Personal Qualities** | * adaptability to changing circumstances/new ideas
* ability to inspire confidence in staff, students, parents and others
* reliability and integrity and a commitment to confidentiality
 | * determination to succeed and the highest possible expectations of self and others
* a commitment to inclusive education
 |