|  |  |
| --- | --- |
| Trinity Academy GrammarJob Description | logo |
| Job Title:  | Attendance & Admissions Officer |  |
| Job Scale:  | Scale 5  |  |

**BASIC JOB PURPOSE**

* To manage the attendance and admissions processes in line with statutory requirements
* To maintain accurate attendance records across the academy, and report on attendance as required and contribute to strategies that improve academy attendance.
* To manage a robust, accurate admissions process
* To deal with enquiries and queries from parents
* To liaise with staff, students, parents and multi-agency partners to ensure that attendance and admissions processes are accurate and fit for purpose
* To lead on developments and improvements to both processes

|  |
| --- |
| **Reporting to:** Lead Attendance and Admissions Officer  |
| **Responsible for:** n/a |  |

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1** | To lead the attendance and admissions process by providing accurate student information regarding daily attendance and number of students on roll, and delivering an effective, professional service to SLG and Governors of the academy. |
| **2** | To take responsibility for the accuracy of attendance data, reporting on student attendance as appropriate and ensuring that student absences are correctly recorded. |
| **3** | To develop attendance monitoring systems that support improvements in student attendance and ensure staff have access to relevant information.  |
| **4** | To produce timely, data driven reports and other data to inform SLG and Governors, as required. |
| **5** | To develop active partnerships with agencies to promote attendance and admissions strategies e.g. Local Authority, Government Agencies, Health and Children’s Services, voluntary groups and parent and carer organisations. |
| **6** | To remain informed and up to date around national initiatives and good practice as it relates to attendance and admissions strategies. |
| **7** | To ensure that issues of attendance and admissions comply with the relevant equality, safeguarding and education legislation. |
| **8** | To take responsibility for the records of all student movement. This includes those admitted to the academy, transferring to other schools and educated off-site and liaising with all relevant staff to ensure students are correctly on roll. |
| **9** | To deal with parental enquiries, which can be challenging conversations and occasionally in difficult circumstances. |
| **10** | To support the student admissions appeal process, in liaison with the Local Authority and in line with academy policy and legislation. |
| **11** | To provide information, advice and guidance (both internally and externally), and answer routine queries from internal and external enquirers, in line with academy policies and attendance and admissions procedures. |
| **12** | To monitor and quality assure attendance and admissions processes. |
| 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 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 academy, 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, students, parents and staff.
* To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
* Undertake the role of a Form Tutor within the academy’s pastoral structure, and provide relevant and appropriate pastoral support.
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.
* To work at locations across the academy Trust, as required.

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** |
| **Job: Attendance and Admissions Officer** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and experience** | * 5 or more GCSEs at grade C or above, including English and Maths (or equivalent)
* evidence of experience in a similar office role or administering pastoral issues
* experience of working to deadlines and developing systems
* experience of producing reports
* experience of using databases, word processing and a range of other IT packages.
 | * working with young people
* experience of working in a school environment (understanding of safeguarding and child protection issues)
* experience of SIMS
 |
| **Knowledge and understanding** | * innovative approaches to developing systems and procedures
* understanding of filing, storage and archive systems and procedures
* effective review and evaluation procedures
* understanding of admissions and attendance in an educational setting.
 | * innovative approaches to working with staff, students and other academy partners
* strategies for ensuring equal opportunities for all stakeholders
 |
| **Skills and abilities** | * well developed time management, planning and organisational skills
* to effectively manage and work as a member of a team, participate in meetings, open evenings and negotiate as necessary
* ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed 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
* develop, maintain and use an effective network of contacts, seeking advice and support when necessary
* set high standards and provide a role model for students and staff and take responsibility for own and others professional development
 | * 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
 |