



Job Description and Person Specification

Job title	Attendance and Admissions Officer
Reports to	Business Manager
Contract	Permanent
School	King Offa Primary Academy
Location	Down Road, Bexhill-on-Sea, East Sussex, TN39 4HS
Grade	East Sussex NJC Single Status Pay Scale; Grade 7, SCP 18 to 19
Hours	30 per week
Working weeks	Term time plus 1 week

Job description

Role purpose

To record, monitor, report on and investigate pupil attendance in a timely manner to ensure pupil safety. To work in partnership with relevant stakeholders and outside agencies, such as the Education Support, Behaviour and Attendance Service (ESBAS), to help achieve expected attendance targets and reduce absences. To effectively implement the pupil attendance policy, including challenging and supporting families where pupil attendance falls below the required level.

Key tasks

- Ensure the daily registers each morning and afternoon are kept up to date and investigate unexplained absences, seeking information from parents/carers, where appropriate
- Liaise sensitively and effectively with parents/carers to secure positive family involvement
- Liaise with parents/carers to discuss school action on attendance and lead/attend meetings
- Identify the referral pathway to Team Around School and Setting and develop relationships with team leaders
- Prepare attendance referrals, organise and attend Attendance Panel Meetings with relevant stakeholders
- Undertake the administration related to pupil holiday requests
- Produce termly attendance data, following up with parents/carers where appropriate
- Prepare and report on weekly, termly and yearly attendance figures to the Headteacher, Senior Leadership Team (SLT), Local Academy Board, County and DfE as required
- Promote school attendance positively and proactively, including attendance information in the school bulletin and newsletters and organising attendance rewards and preparing certificates
- Be supportive but insistent about school attendance



- Regularly check those children marked as missing in education and notify County
- Regularly check the Schools Admissions Module for in year admissions, ranking new reception pupils and taking appropriate and timely action
- Support the promotion and administration of the annual Reception intake
- Undertake accurate and timely administration of pupil leavers and joiners, liaising with previous and new schools as appropriate
- Produce all required data, and complete all reports and forms required by internal and external stakeholders
- Under the direction of the Senior Leadership team, administer all exclusion/suspension paperwork for the school and update County and Arbor
- Produce exclusion/suspension reports, termly
- Support Office Manager with Free School Meals administration
- Undertake the administration for Cool Milk
- Undertake home visits with DSL or SLT as required, if there are concerns around a child's safety and they are not in school
- Hold meetings with parents regarding attendance concerns as required, and implement attendance plans
- Provide front of house administrative support as part of the administration team
- Be an appointed First Aider, assisting with visitors, staff and pupil first aid/welfare duties

Support of Colleagues

- Provide routine administrative support for other staff (reprographics, word processing etc)
- Work proactively and collaboratively with other members of the staff team

Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
- All staff must comply with the school's Safeguarding Policy
- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken



- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)
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The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.



Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
Qualifications	GCSE level 4 or above in English and Maths, or equivalent	E	C
	First aid trained, or willingness to become so	E	C/I
Experience	Previous experience of managing attendance in schools	E	A
	Previous experience of managing admissions in schools	E	A
	Experience of establishing positive relationships with young people and families in diverse communities	D	I
	Experience of accurately and effectively analysing data	D	A
	Experience of working as part of a team	E	I
Skills and abilities	Ability to use language and other communication skills that pupils can understand and relate to	E	I
	Ability to demonstrate active listening skills	E	I
	Ability to utilise ICT effectively and efficiently in your work	E	I
	Ability to communicate effectively with parents, carers and other professionals, both verbally and in writing	E	I
	Ability to create and maintain high-quality and accurate records	E	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to work effectively and supportively as a member of the school team	E	I
	Ability to work in an organised and methodical manner	E	I
Knowledge	Knowledge of, or willingness to learn, the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I
	Working knowledge of attendance procedures in schools	E	I
	Working knowledge of admissions procedures in schools	E	I



Attributes	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	A commitment to giving pupils and families the opportunity to reach their full potential	E	I
	A passion for working with and supporting children and/or young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
Other	Ability to maintain confidentiality on all school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I