



RAF Benson Community Primary School

Job Description

Attendance and Admin Officer – Level 3

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

TASKS

Organisation

- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.
- Supervise, train and develop staff as appropriate
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors including making tea / coffee when needed
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc.,
- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Sort and distribute mail
- Take notes at meetings when appropriate
- Maintain and collate pupil reports and information
- Communicate effectively with parents

Admissions

- Liaise and support families being posted in to the area
- Input new pupils onto data base
- Organise prospective pupil visits
- Liaise with Local Authority
- Deal with in year transfers including CTF files
- Organise the transfer of records and Assessment data to the new school or from previous school.
- Sending out offer letters and co-ordinating replies
- Maintain manual and computerised pupil records/management information systems relating to admissions and print off changes to add to external file
- Deal with other matters relating to Admissions and school roll

- Liaise with Pastoral Support Officer in ensuring smooth transition for children moving in or out of the school and collation of data.
- Manage the pupil mobility numbers and communicate these regularly with the Headteacher

Attendance

- Manage absence requests and appointments with Headteacher
- Conduct first day telephone calls for any unknown absence
- Inform the Headteacher of children's attendance dipping below key levels
- Issue penalty notice warnings where applicable
- Produce attendance information for SLT/Headteacher when required

Resources

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To liaise with the Headteacher regarding any overtime agreeing this in advance

To whom responsible: Headteacher

Sign:

Date: