

Silver Springs Primary Academy
(Part of Great Academies Education Trust)

JOB DESCRIPTION

Post:	Attendance Administrator
Reporting to:	Office Manager
Salary Scale:	Band Full time, term time only plus 3 days
Academy Types:	The Academy is a publicly funded independent primary Academy for pupils aged 4 – 11.

JOB PURPOSE

- To be responsible for all attendance administration duties
- To assist the Family Co-ordinator with working with children and their families to maximise attendance and to address attendance related issues of safeguarding
- To assist the Office Manager in ensuring the smooth and efficient running of our busy school office
- To ensure all visitors receive a warm and friendly welcome

KEY RESPONSIBILITIES

- To meet and greet parents and visitors at the office and on the telephone
- To accurately record on Bromcom MIS, monitor and report on children's punctuality and attendance, including reasons for absence and lateness
- To carry out follow up procedures for attendance in line with the school Attendance Policy, including text messaging and follow up telephone calls and home visits
- To provide accurate information to Family Co-ordinator and DSL for safeguarding follow up
- To complete all paperwork relating to Fixed Penalty Notices and other legal documentation for the Local Authority as required
- To collate supporting evidence for Fixed Penalty Notices
- To meet weekly with the principal to monitor absence and persistent absence
- To provide administrative support to the principal for attendance improvement meetings
- To create and distribute letters to parents, certificates and other attendance related documentation as required
- To record any safeguarding related attendance and punctuality issues on CPOMS
- To accompany the family co-ordinator on safeguarding home visits, make notes and record planned actions and outcomes on CPOMS
- To contact parents of any children who have not been collected at the end of the school day and arrange for them to be picked up and keep a record
- As the Academy first point of contact for visitors, ensure all visitors are welcomed to the Academy, signed in electronically and issued with a visitor pass in line with the Academy Safeguarding/Child Protection policies and procedures.
- To deal with enquiries at reception, passing them on as appropriate.

- To receive telephone calls and enquiries and efficiently relay information to appropriate members of staff and children.
- To ensure that all staff and visitors sign in and out of the Academy.
- To receive documentation and ensure this is passed on appropriately and securely.
- To develop and maintain a good working relationship with governors, teachers, support staff, parents and children.
- To communicate efficiently and effectively with internal staff, outside agencies, other schools and the local authority.
- To cover open evenings as required.
- To undertake general clerical duties including producing correspondence, data input, photocopying.
- To ensure that the reception area is kept clean and tidy at all times.
- To assist, as required, with clerical duties for the main office.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote Silver Springs Primary Academy and Great Academies Education Trust as inclusive institutions which celebrate diversity and engage all learners and staff.
- To support the ethos of the Silver Springs Primary Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.