

KEPIER



JOB DESCRIPTION

Name:

Job Title: Administration Assistant (Attendance)

Start date: 8th January 2024

Salary Scale: NJC Point Range: 7-11

Contractual hours: 37 Weeks per year: Term time only (38 weeks + 10 days)

Permanent Contract

Hours to be worked: Monday - Thursday 8.00 am - 4.00 pm
Friday 8.00 am - 3.30 pm

Lunch break: 30 minutes (flexibility will be required)

Purpose of Job:

To lead on the administration of learner's attendance and punctuality, ensuring that accurate records are maintained in line with Kepier's attendance policy.
Contribute to administrative duties in line with the needs of the school.

Principal Duties:

- To oversee, monitor and manage the accurate completion of registers and follow up actions including the quality assurance of whole school AM and PM registers including those learners accessing Alternative Provision and educational visits.
- Ensure that school attendance procedures and processes are robust, streamlined and effective at making sure learners are in school and accessing education.
- Be responsible for the swift production of paper registers as and when required.
- Administration relating to and recording of home visits.
- Administration relating to learners who are late for school including monitoring interventions.
- Liaison with parents concerning absence from school including oversight of ClassCharts Absence reporting.
- Be responsible for the accurate management of Kepier's roll reconciliation including; reduced timetables, dual registrations and removal from roll.
- Ensure that fixed term suspensions and permanent exclusions are recorded accurately and relevant agencies are notified in a timely manner.
- Ensure that year 6 Admission Transfer Files are uploaded accurately and in time for the new academic year.
- Ensure that information from parents / carers regarding future admissions is uploaded accurately and quality assured.
- Liaise with Year Manager and Senior Leaders in relation to learners' punctuality.
- Liaise with partner Football Academies in relation to attendance at day release.
- Manage and use specified software linked to attendance.

- Liaise with Year Managers and Senior Leaders regarding 'In Year Admissions', including; enrolment status, timetable and data collection.
- Liaise with Year Managers and Senior Leaders regarding yearly cohort admissions (September intake), including; enrolment status, timetable and data collection.
- To assist in the production of data returns and preparation of associated reports.
- To attend any training courses as identified by performance management which will assist in carrying out the duties assigned to this post.
- Liaise with Senior Leaders regarding the setup and maintenance of the academic calendar.
- Liaise with the Data Manager and prepare relevant information for the school census.
- Assist the Exams Team during exams series throughout the year including providing support for exam invigilation as and when required.
- Provide support for break, lunch, or after school duties as and when required.
- Produce reports in relation of attendance for Coaches, Pastoral Leaders and the Senior Leadership Team.
- To act as a point of contact for parent / learner and visitor enquiries.
- Manage Common Transfer Files (CTFs) with external agencies.
- To accurately maintain, record and respond to all learners' 'Leave of Absence' requests.
- Ensure safeguarding procedures are strictly adhered to in line with Keeping Children Safe in Education regulations.
- Create reports using the school's management information system (SIMS) including the monitoring, recording and evaluation of attendance.

Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.

The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.

The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

General Requirements

1. To attend and participate in meetings, training and development activities as required.
2. To participate in schemes of assessment, professional development and review.
3. To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
4. To be an effective role model for the standards of behaviour expected of learners.
5. To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and other organisations.

Professional Values and Practices

1. To have high expectations of all learners and staff; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
2. To treat learners and staff consistently with respect and consideration, and being concerned with their development as learners.
3. To line manage staff when required.
4. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
5. To work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
6. To reflect upon and seek to improve personal practice.
7. To work within school policies and procedures and be aware of legislation relevant to

personal role and responsibility in the school.

8. To recognise equal opportunities issues as they arise in the schools and respond effectively, following school policies and procedures.
9. To build and maintain successful relationships with learners, parents/carers and staff.

Responsible to: Headteacher, Senior Leadership and Senior Community Inclusion Manager

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Keper operates a **no smoking policy** in its building and grounds.

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- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- 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.
- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed (Employee).....Date.....

Signed (Headteacher).....Date.....