

JOB DESCRIPTION

POST TITLE:	Administrator (with an attendance focus)
POST RESPONSIBLE TO:	Team Leader
SALARY:	Grade 2, SCP 3-7 – £20,929 - £22, 363 41 weeks Term time plus 2 weeks in the summer
Hours	37.5 hours per week. 8.00am – 4.00pm
CLOSING DATE:	10 th March 2024
INTERVIEW DATE:	Week commencing Monday 18 th March
START DATE:	ASAP

JOB PURPOSE AND PRINCIPAL ACCOUNTABILITIES

Our school office has a small, dynamic and friendly team, helping us to support parents, staff and students with a number of related administrative tasks.

A large proportion of this role will be attendance focussed, concentrating on maintaining accurate attendance records on Bromcom. Responsible for making initial enquiries with parents/carers regarding unexplained absences/lateness. This role will involve telephone duties, face to face reception, email responses, learning about the school to answer questions for parents and taking on a variety of admin tasks to help with the efficient running of the School.

Principal Accountabilities

These will include:

1. Maintaining attendance records and accurate details on student attendance through student and/or child phone calls, emails, proactively maintaining registers and related activities.
2. Talking to parents and students to facilitate the Admissions process and carrying out related administrative duties to support the Admissions Officer and the school office.
3. Helping to administer Staff Absence and Cover requirements as required to support the team, for example, receiving communication from absent employees, sending Return to work Forms for Return to Work Meetings and related data entry. Assist with staff cover communications and cover requirements

4. Administration as required for Awards, School trips, Data, Finance issues and any Curriculum/teaching & Learning activities as directed
5. Any other duties as would be reasonable for proper performance of your role in accordance with operational needs, changes within the school or office and as directed.

Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
5 GCSEs	E
EXPERIENCE	
Experience of working in an education as an administrator	D
Experience of working with attendance, using Bromcom or similar	D
KNOWLEDGE AND SKILLS	
Good ICT and record keeping skills	E
Good numeracy and literacy skills	E
Ability to work constructively as part of a team	E
Ability to relate well to young people and to adults	E
Excellent communication skills	E
Have the ability to deal with sensitive issues in a professional manner	E
Ability to prioritise effectively	E
Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication	E

PERSONAL ATTRIBUTES	
Can build personal relationships with stakeholders, through regular contact and professional communication	E
A commitment to safeguarding learners in the academy	E
Can accept, support and quickly implement change	E
Can identify and promote best practice and encourage the sharing of ideas	E
Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members	E
Works with others to resolve differences of opinion and resolve conflict	E
Previous experience working with families and/or multi-agency work	D

All offers are subject to up to date KCSIE regulatory clearance, including online checks, references and enhanced DBS checks