

JOB DESCRIPTION

JOB TITLE	Attendance Administrator
REPORTS TO	Attendance Officer
HOURS	37 hours per week, term time only
LOCATION	RSA Academy, Tipton
SALARY	NJC Point 5 £19,312 – NJC Point 6 £19,698 (pro rata £16,516.84 - £16,846.97)

JOB PURPOSE

- To assist the Attendance Officer in ensuring the highest level of attendance and punctuality of all students to the Academy at all times
- To support the collaborative work across the administration hub, providing additional support where needed
- To act as first point of contact for students, visitors and telephone enquiries, ensuring they are dealt with efficiently, swiftly and courteously; providing general advice/information where possible, redirecting enquiries where appropriate
- To assist in the provision of an efficient and effective clerical support
- To support the collaborative work across the Academy and within the local community.
- To embody the values, vision and ethos of the Central RSA Academies Trust and assist the Principal in delivering policy which will ensure high quality and successful outcomes

MAIN DUTIES

- Communicate with staff, students and parents on the issues surrounding attendance
- Encourage both students and parents to strive for 100% attendance with excellent timekeeping both in school and at any external placement
- Ensure that appropriate, frequent and consistent contact with parents is maintained on all aspects of progress in attendance and timekeeping

ATTENDANCE DUTIES

- Provide admin support for student attendance and any issues surrounding poor attendance or timekeeping
- Arrange meetings for the Attendance Officer with parents and external agencies when required in relation to absence / lateness
- To support necessary measures to improve student attendance
- Check the accuracy of registers and maintain and update attendance data
- Send out letters as requested by the Attendance Officer in support of school attendance policy
- Assist the Attendance Officer in monitoring and creating attendance patterns and reports on a daily/weekly/termly basis
- To assist the Attendance Officer in organising and printing the fire drill folder

ADMINISTRATIVE DUTIES

- Ensure safe dispatch of correspondence
- Communicate and liaise clearly, verbally and in writing, between all stakeholders
- Log information on calls received, where required, and maintain detailed and accurate records
- Support the Admin hub with administrative, covering for absent colleagues as and when required
- Produce a range of documents using a range of software packages (Excel, Word, Google docs) including Academy letters, collating reply slips, detention letters, updating spreadsheets and SIMS
- Input information onto Academy databases and spreadsheets and extract information as directed
- File documentation in accordance with filing system
- Act as a point of contact for students, parents, teaching staff and visitors providing a professional service at all times
- Day to day reception duties to cover for absent colleagues on a rota basis as and when required
- Any other reasonable duties as requested by line manager and/or Principal

OTHER

- Undertake such other duties related to the work of the post as may be assigned by the Attendance Officer
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures

PROFESSIONAL DEVELOPMENT

- Participate in professional development opportunities, willingness to develop additional skills and expertise
- Keep up-to-date with current educational developments and legislation affecting academy operations within your area of responsibility.