Metropolitan Borough of Calderdale
Savile Park Primary School

Job Description

Job title: **Admin, Attendance and Admissions Officer**

Post holder:

Salary: **Scale 4. Term time only.**

Job purpose:

- To improve school attendance
- To improve punctuality
- To oversee admissions and in year transfers into School
- To assist in the day-to-day running of the administration office.

Supervisory responsibility:

None

Supervision received:

Directly responsible to the Headteacher and the School Business Manager

Range of Decision making:

To prioritise own workload with guidance from the headteacher.

Contacts

Staff within Savile Park Primary School
Education Welfare Officer
Parents and carers
Children at Savile Park School

Duties

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- To follow up first day absences
- To liaise with families whose children have poor attendance
- To work with families who have particular problems and co-ordinate with other agencies
- To administer the admissions process and produce a written report on a weekly basis for the headteacher, which shows numbers on roll.
- To meet with prospective families, assist them with completing necessary paperwork to enrol into School.
- Ensure that CTF files are obtained and SIMS database is updated for new starters and leavers.

- Act as the first point of contact for parents and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Write and send email responses that are professional and uphold the school's vision and values.
- Open and distribute post.
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Manage and organise completed forms from parents
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Assist staff and pupils with the information and support they need
- Assist the school business manager as and when necessary.
- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

Name of Post Holder: _____

Signature of Post Holder: _____

Signature of Headteacher: _____

Date:_____

This school is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expect all staff and volunteers to share this aim.

This position is subject to criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions from your application form.