**Job Description**

NAME:

POST:  **Senior Administration Officer**

GRADE: Grade 4, spine point 7 – 10 (£23,628 - £24,927 FTE) depending on qualifications and experience (**36 hours per week, 41 weeks per year)**

RESPONSIBLE FOR: N/A

ACCOUNTABLE TO: Headteacher in liaison with Graveney Trust

**Purpose of the job:**

Under the guidance of the SLT, be responsible for undertaking administrative, financial and organisational processes within the school (including admissions and attendance). Assist with the planning and development of support services.

To provide support and guidance to children, young people and those engaged with them in order to reduce exclusions, raise attendance and attainment by removing barriers to learning.

To work within an extended range of networks and partnerships to improve attendance across the school.

Maintain accurate records of pupil attendance and to disseminate key information to senior leaders and school governors.

Organise and supervise administrative systems within the school and contribute to the planning, development and monitoring of support services.

**Key Tasks:**

**1. Organisation:**

* Deal with complex Reception and visitor matters.
* Contribute to the planning, development and organisation of support service systems, procedures and policies.
* Assist in the recruitment, supervision, training, development and mentoring of other admin support staff
* Provide help and advice when needed to support staff
* Support the Office Manager at meetings where appropriate.

**2. Admissions:**

* Maintain and update the pupils’ records, ensuring all pupil records are kept accurately and comply with requirements of the Data Protection Act 1998
* Monitor and maintain records for new intake, registration and admission of pupils; liaise with the LA and parents/carers regarding appeals
* Process secondary transfer of pupils’, liaising with the local authority and secondary schools, including CTF transfers and pupil records
* Liaise with the local authority regarding primary admissions
* Liaise and assist Deputy head/ Early Years Lead with Nursery admissions
* Ensure waiting lists are maintained accurately and parents/carers are informed when necessary if a vacancy has arisen
* Produce reports as required for the local authority such as KS1 & KS2 results, secondary transfers, primary admissions
* To manage the administration of the End of Year Reports
* To update and maintain pupil records on school database (SIMs) and pupil records
* To proactively exploit the potential of SIMs in terms of linking contextual, attendance, assessments and attainment data to aid strategic planning. This will include the keeping of documentation of work undertaken for future references

**3 . Attendance**

* Ensure pupils, parents & carers understand that regular school attendance and educational attainment are inextricably linked
* Clearly communicate to parents & carers that it is their legal responsibility to ensure their children’s regular and punctual attendance
* Establish and maintain a system for late children to sign in
* Be the main contact for all attendance issues and chase up reasons for absence on a daily basis with guidance from the relevant colleagues
* Undertake home visits with a colleague where necessary and ensure meticulous records of actions and outcomes are kept
* Meet with Deputy head (Inclusion Manager/ SENCo , on a regular basis and formally six times a year to review individual pupil’s attendance and progress towards whole school. Provide a brief summary of attendance issues to the Headteacher
* Contribute an attendance item on every newsletter, celebrating success and reminding of expectations and to develop and organise attendance incentive schemes, which promote and celebrate achievements for individual pupils
* Undertake attendance duty as required
* Support the Inclusion Team, including EWO delivering strategies to target improvements in attendance for pupils recognised as being at particular risk of poor attendance and exclusion
* Work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed
* Ensure daily registers are updated to show latecomers
* Complete Termly Register reviews liaising with EWO
* Monitor and ensure correct Attendance Codes are entered in Class Registers and SIMS
* Meet with the EWO on a regular basis to review attendance and punctuality data and plan actions
* Administer and monitor initiatives to improve attendance as required. For example, penalty notices, first day calling etc
* Arrange/attend School Attendance Panel meetings with Inclusion Manager/EWO
* Keep accurate, up to date records of all casework
* Produce accurate, statistical data showing trends for different groups of pupils including those eligible for Free School Meals
* Participate in staff meetings and agreed relevant working parties as necessary
* Provide information and advice to the Inclusion Manager on individual casework
* Source and use published attendance research to implement ‘best practice’
* Provide information for reports for Initial Child Protection conferences, reviews and core group meetings for children
* Ensure the Children Missing Education procedure is followed by the school
* Aid the smooth integration of in-year pupil transfers under the admissions policy
* Uphold the professional standards expected of every member of the school’s staff in all dealings with colleagues, pupils, parents & carers and the wider community
* Complete the Termly Census

**4 . Administration**

* Manage manual and computerised records and information systems.
* Take a lead role in the development and maintenance of record and information systems.
* Analyse and evaluate data and information and produce reports, information and data as required.
* Manage school meal process, including reporting daily numbers, completing returns, monitoring Free School Meals and overdue debts.
* Undertake typing and word processing and complex IT based tasks.
* Provide administrative and organisation support to other staff.
* Undertake and manage administration of complex procedures.
* Produce and respond to complex correspondence.
* Complete and submit complex forms, returns etc., including those to outside agencies e.g. LA.
* Produce lists, information and data as required.
* Maintain and collate pupil records.

**5. Resources:**

* Operate relevant equipment and complex ICT packages
* Manage uniform sales, accounts and stock.
* Undertake research and obtain information to inform decisions.
* Assist OM/ finance team with procurement and sponsorship/funding.
* Assist OM / finance team with marketing and promotion of the school.

**6. Other / general:**

* Comply with and assist in the development of polices and procedures relating to children protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* To work within, and promote, the school’s Equal Opportunity Policy and contribute and adhere to policies relevant to the post.
* Contribute to the overall ethos, work and aims of the school.
* Participate and support school events such as Christmas and Summer Fair
* Establish and maintain constructive relationships and communicate with other agencies and professionals.
* Attend and participate in regular meetings and work effectively as part of the School Office Team.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
* To contribute to the protection of children and young people from abuse
* To operate within agreed legal, ethical and professional boundaries when working with children, young people and those involved with them
* To meet regularly with the designated line-manager to report on progress of identified pupils.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
* To carry out any other task requested by SLT as commensurate with role and grade.

**Safeguarding Children**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act, Keeping Pupil's Safe in Education and the school's own Safeguarding Policy in relation to child protection and safeguarding children and young people as this applies to the postholder’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder’s role.

To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection

**Senior Administrative Officer – Administration, Admissions and Attendance**

**Person Specification**

**Experience:**

* Experience of development, management and operation of administrative systems.(SIMs)
* Experience of working in a school or similar educational setting.

**Qualifications:**

* Maths and English GCSE (grade c or above) or equivalent
* NVQ 3 / 4 or equivalent qualification or experience in relevant discipline (or commitment to study to this level to completion / pass)
* First aid

**Knowledge and skills:**

* Effective use of ICT and other specialist equipment / resources required to carry out job.
* Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.
* Excellent ICT skills.
* Ability to communicate effectively both verbally and in writing.
* Ability to relate well to children and adults.
* Ability to remain calm and positive in challenging circumstances.
* Work well as part of a team, understanding school roles and responsibilities and your own position within these.
* Ability to self-evaluate own learning needs and actively seek learning opportunities.
* Ability to be reflective and review own work
* Ability to use initiative and communicate clearly with others
* Ability to support development of equal opportunities and inclusion for all pupils
* Ability to organise, lead and motivate other staff.
* Ability to plan and develop systems.
* Ability and willingness to be flexible, and to go the extra mile.