# Purpose of the Job

Responsible under the instruction or guidance of senior staff to oversee school attendance. Also, to support pupil welfare and wellbeing through management of statutory health checks, medication within school and oversight of pupil first aid.

Main Responsibilities

1. ORGANISATION

* To oversee pupil attendance, ensuring that registers are completed and attendance records are accurate and up to date
* To liaise with parents/carers regarding absence and, where appropriate, work with parents/ carers, pupils and other agencies to devise appropriate strategies to promote and improve school attendance
* To liaise with the Team EWS in organising panel meetings, reviews and working in partnership on the day-to-day issues around the attendance
* To assist the Deputy Head in addressing issues around attendance, including school avoidance, maintaining regular contact with parents/carers whose children’s attendance is of concern
* Assist with the administration of statutory health checks and services (e.g. National Childhood Measuring Programme, vaccinations, eye tests, dental checks)
* To take the lead on pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Use specialist skills to undertake the administration of medical procedures following training
* To provide adhoc support the Administration Team when required

1. ADMINISTRATION

* Maintain manual and computerised records of all actions taken in attendance-related meetings with parents
* Maintain and collate pupil reports, producing statistical reports as required
* Demonstrate a flexible approach to workload and prioritise tasks efficiently
* Ensure that work is produced in a timely and efficient manner
* Undertake administrative procedures e.g. word processing and other IT based tasks, photocopying, filing, faxing, completing standard forms, responding to routine correspondence, taking notes at meetings
* Undertake administrative procedures

1. RESOURCES

* Operate relevant equipment and ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
* Maintain first aid stock and supplies, checking expiration dates and restocking as required
* Operate uniform, snack or other ‘shops’ within the school
* Provide general advice and guidance to staff, pupils and others

1. RESPONSIBILITIES

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos, work and aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* 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 also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* 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

PERSON SPECIFICATION

1. EXPERIENCE

* General clerical, administrative and financial work as appropriate

1. QUALIFICATIONS

* NVQ 2 or equivalent qualification or experience in relevant discipline
* Good numeracy/literacy skills

1. KNOWLEDGE AND SKILLS

* Effective use of ICT packages
* Use of relevant equipment and resources
* Good keyboard skills
* Knowledge of relevant polices and codes of practice and awareness of relevant legislation
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Ability to identify own training and development needs and co-operate with means to address these
* Effective implementation of the school’s equal opportunities policy in all areas of work