

Job Description

Job Title: Attendance Administrator / Clerk

Reporting to: Regional EWO / Vice Principal, Head of Deep Support

Grade: Grade 4 - £14,414.05 - £14,639.27 actual salary

Overall purpose of the post:

- To provide a full range of administration duties with regard to student attendance, admissions, leavers, transfers, and specialist status.

Main duties and responsibilities:

- Responsibility for the administration of student attendance via SIMS
- Attendance and Lesson Monitor modules – following the correct process and procedures in relation to the following:

Activating Group Call and dealing with responses received back from parents amending registration marks and adding notes to Lesson Monitor to show a child's reason for absence.

- Implement fully the new 'No Holidays in Term Time' procedures. Also submit student leave of absence letters (on compassionate grounds) to the Principal for authorisation.
- Checking and amending missing marks, including offsite provision marks.
- Printing of official attendance registers.
- Printing off weekly absence letters to parents.
- In partnership with SLT undertake late gate duties.
- You also have a responsibility for safeguarding the welfare of students you are responsible for or come into contact with.

General Responsibilities

- Be aware of and comply with academy policy and procedures
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the employee
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.

- Demonstrating an active commitment to their own professional development.
- Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal, SLT or Line Manager.

Special Features

- The post holder is employed for 37 hours/week during term time only. Core hours will be required to be worked as requested by your line manager.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.