**Job *Description*: Attendance and Admissions Officer**

**Reporting to:** Inclusion Manager

**Start date:** 4th January 2020

**Salary**: Ark Support (outside London) 3 Point 3

**Job Purpose**

**Attendance Officer:** Work alongside key school staff and the Education Welfare Service to reduce levels of unauthorised absence and promote whole school attendance strategies and to work with children and families to improve levels of attendance.

**Admissions Officer:** Undertake administrative procedures associated with the admissions and transfer of pupils between schools.

**Areas of responsibility and key tasks**

* Maintain accurate student attendance and lateness records on a daily basis using associated software packages.
* Follow up student absences and lateness by telephone and/or email, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
* To make joint home visits with a member of the SLT if we are not told why a child is absent.
* Register late students.
* Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
* Report any welfare and/or child protection concerns as per the school policies and procedures.
* Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance.
* To be key person responsible for pupil admissions in accordance with the LA/academy admissions policy
* To manage the procedures relating to pupil transfers in accordance with academy/LA policy.
* To be responsible for managing and maintaining school systems with regard to all pupil records.
* To be wholly responsible for the admissions process for the school, acting as the school’s Admissions Officer, (including Reception intake, In-Year admissions and leavers including CTFs, waiting lists, transfer to secondary school etc)
* To arrange prospective parent visits to the school
* To liaise with class teachers/senior leaders to ensure that incoming children are managed effectively
* To maintain pupil record folders and files.
* Responsible for ensuring all school admission packs are kept up-to-date and distributed when necessary.
* Ensuring School Admission packs, Reception Admission packs are completed and returned to the LA, supporting parents with completing the forms and chasing parents where necessary
* Preparation of information and pupil records for forwarding on to appropriate secondary schools and other primary schools as necessary.

**Other**

* To undertake various other responsibilities as directed by line manager
* To undertake the main professional duties of an Attendance and Admissions Clerk as set out in the ARK Schools pay and conditions of service document

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*

**Person Specification: Attendance and Admissions Officer**

**Qualification Criteria**

* Right to work in the UK

**Experience**

* Experience of carrying out administration work using the Microsoft Office suite, specifically Word and Excel (essential).
* Experience in a similar role within a school or the education sector, including information systems (desirable).
* Experience of working/supporting children in an educational setting (desirable).

**Personal characteristics**

* Excellent telephone manner and communication skills
* The ability to work under pressure, including maintaining a positive attitude, in a demanding and busy environment
* Able to use own initiative and imagination to ensure tasks are completed
* Highly organised and efficient: capable of multi-tasking, working at pace and prioritising work in an effective manner
* Helpful and positive nature, calm and caring
* Positive commitment to pupil welfare
* Able to handle difficult situations and issues with sensitivity and calm ensuring you are always aware of the safeguarding of our pupils, data protection issues and the need for strict confidentiality at all times.

**Specific Skills**

* Able to take initiative and show professionalism, tact and discretion bearing in mind the confidential or sensitive nature of the work undertaken.
* Able to help implement the necessary routines and patterns
* Ability to work in a team
* Excellent interpersonal skills including a ‘Can-do’ attitude.

**Other**

* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*