**Job Description: Attendance and Admissions Officer**

**Reporting to: Operations Manager**

**Location: Ark Blake Academy**

**Contract: Permanent**

**Working Pattern: Full Time 36 hours per week/52 weeks per year**

**Salary: Ark Support Scale 6: Pay Points 9 – 16:**

**£23,825 - £26,997**

The Role

As the **Attendance and Admissions Officer**, you will work with the Senior Leadership Team and Heads of Year to support the effective tracking and monitoring of pupil attendance contributing to an excellent Ark Blake attendance rate.

You will coordinate the admissions process, communicating with key stakeholders including parents and the admissions team from Croydon. You will maintain pupil records and personal details, ensuring that the information kept is complete, accurate and confidential and complies with relevant data protection regulations.

You will provide comprehensive administrative support to the school including the Senior Leadership Team, staff, governors, students and parents. You will collaborate with the other members of the front office team to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.

Key Responsibilities

Attendance

* Monitor and track Attendance and Punctuality, maintaining records both manually and electronically in the school MIS system
* Manage schools’ attendance phone lines and communications with parents relating to pupil absences
* Generate daily, weekly, termly, annual and ad hoc attendance data reports as required
* Liaise with external agencies and the school educational welfare officer on matters of student attendance and absence
* Support intervention where necessary in order to promote excellent attendance
* Where required, work with individual children and families to monitor and support their attendance.
* Where required, support pastoral team with home visits

Admissions

* To take responsibility for the pupil admissions process, arranging for all parental tours and open events by liaising with the Pastoral team.
* To organise the distribution of publicity materials and application forms to individuals and receive and process incoming application forms, to assist in the efficiency of the academy’s pupil admissions process.
* To effectively manage in-year admissions including arrangement of meetings with staff, acquisition of school files and effective data sharing.
* Ensure that all administration relating to school admissions is undertaken efficiently and appropriately and that all pupil records are up-to-date electronically and in files.
* Liaise with the local authority admissions team to maintain effective and efficient communication flow.
* Ensure the induction of all new students is well planned, appropriately documented and liaise with the appropriate pastoral staff.
* Manage the data input, output and integrity within Bromcom including behaviour, reporting, admissions/leavers, exclusions and student details including pupil premium and eligibility for free school meals
* Provide accurate and timely statutory data returns to Ark Schools, the governing bodies, DfE and local authority (and any other recognised external bodies).
* Ensure all members of staff are provided with readily accessible pupil data to perform their roles effectively.
* Ensure all records are fully maintained making sure that all information held is accurate and reliable, with corrective action taken where there are gaps.
* To complete and run Pupil Census on time, ensuring appropriate action is taken to ensure clean data is submitted.
* Support and attend transition events and open evenings.
* Organization and scheduling of transition events for vulnerable pupils.
* Hold spreadsheet of data for incoming pupils and update as required.
* Review incoming pupil files prior to start date and upload key information to MIS.

Administration

* Establish and maintain efficient administrative systems and processes to support the effective running of the school
* Provide general clerical and administrative support for the school
* Assist with student welfare and liaise with parents where necessary
* Provide cover for the reception desk as necessary
* Assist with ensuring that the school calendar and website are up to date
* Act as an academy first aider

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Attendance and Admissions Officer**

Qualifications

* GCSE at grade C or above (or equivalent) in English and Maths
* First Aid Qualification (desirable)

Knowledge, Skills and Experience

* Experience of running effective administrative systems, preferably in a school environment
* Experience of school attendance processes
* Experience of school admissions processes
* Experience of working with Management Information Systems
* Excellent communication, writing and editing skills
* Excellent organization and time-management skills
* High level of proficiency with Microsoft Office
* Able to build relationships with a range of stakeholders and anticipate others’ needs
* Able to manage several projects at once, prioritising accordingly to meet all deadlines
* Able to take ownership of tasks and work with minimal supervision
* Ability to effectively deal with minor incidents, First Aid, and the personal health and hygiene of the students

Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action.
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*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*.