

Job Description: Attendance & Admissions Officer

Reporting to:	Welfare Lead
Location:	Ark Kings Academy
Contract:	Permanent
Working Pattern:	Annualised hours, 37.5 per week, 8am – 4pm, 40 weeks per year. 1 week to be worked in summer based on needs of the school.
Salary:	Ark Support Scale 7 (outside London) Pt 14 – 24, (£21485 - £26691 pro rata salary based on working hours)

At ARK Kings Academy we take safeguarding very seriously. All adults who regularly work on our site are required to undergo a Disclosure and Barring Service (DBS) check to prevent unsuitable people from working with students.

The Role

To improve whole school attendance and punctuality to ensure it is above the national and network averages, working closely with all staff and parents to ensure that the vision and processes are clear.

To develop and maintain positive relationships between parents and the school and secure a positive relationship within the community, working closely with SLT, other public services such as community police and the school's Community Engagement Lead

To be the secondary lead for daily/weekly attendance reporting

Promote positive attitudes towards attendance within the academy

To oversee the day-to-day administrative procedures relating to student admissions at Ark Kings Academy.

Key Responsibilities

Attendance

- Through a variety of initiatives, both in-school and including statutory ones such as Fast Track & Spotlight, ensure that attendance and punctuality are above national average
- Track pupils who are late and absent and obtain reasons why. Plan and introduce ways to reduce lateness. Make absence phone calls, follow up texts, record on Impero Edaware
- Liaise with class teachers and Heads of Year to provide work for all pupils who are absent for more than three days
- Prepare weekly attendance analysis reports for the SLT and in-depth half termly reports tracking both individuals and groups; identify trends and strategies used to combat these

- Run Fast Track & Spotlight campaigns for pupils with persistent absenteeism
- Organise home visits as necessary - from the first day of absence for vulnerable pupils and those with upcoming examinations.
- Work with families and the Pastoral Team to provide necessary support for pupils and their families including, but not limited to, attendance at parents' evening and coffee mornings, parent workshops etc.
- Provide materials to promote attendance and punctuality in assemblies and be a part of the weekly celebration assemblies
- Provide mentoring for pupils around attendance and punctuality as necessary
- Work with SLT to run open days for prospective parents
- Provide tours for prospective parents
- To support admissions to ensure application forms are correctly completed and all needed information is obtained
- Support with induction process of new starters and ensure that all new starters have a positive experience, working with SLT
- Liaise with the LA as required in relation to pupils' attendance or missing from education

Admissions

- Ensure all administration relating school admissions is undertaken efficiently and appropriately.
- Liaise with the local authority admissions team to maintain effective and efficient communication flow.
- Ensure that the school's management information systems are kept up to date with all admissions information.
- Ensure the induction of all new students in both schools is well planned and appropriately documented.
- Ensure all records are fully maintained making sure that all information held is accurate and reliable, with corrective action taken where there are gaps.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks 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 & Admissions Officer

Qualifications

- GCSE English and Mathematics Grade C or above
- Educated to degree level or equivalent (desirable)
- Fast track &/or Spotlight trained (or willing to undertake)

Knowledge, Skills and Experience

- Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age and their families.
- Experience of working with young people.
- Experience of working with multi-agencies.
- Experience of dealing with challenging young people and managing difficult situations calmly and confidently.
- An understanding of safeguarding and child protection procedures
- Works well as part of a team
- Able to analyse and interpret data
- Able to balance competing priorities and use own initiative to meet deadlines
- Experienced and effective communicator with a wide range of stakeholders
- Experience of working in a similar role in a school environment (desirable)
- Experience of working with management information systems (Bromcom or similar MIS)
- Excellent IT skills including word and excel
- Good administrative and organisational skills
- You will have excellent numeracy and literacy skills.

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 you understand 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 multi task 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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.