



### **JOB DESCRIPTION**

Job Title: Year Team Attendance Administrator

Accountable to: Year Team

Hours: 37 per week, Monday-Thursday 8am-4pm, 8am – 3.30pm on Fridays  
(1/2 hour unpaid lunch break)

Term Time Only, plus INSET days (5 days)

Salary: Grade 4 £23,500 per annum (pro rata approx. £20,246 per annum)

#### **Job Purpose:**

- Maintain student attendance data.
- Provide analysis on student attendance data.
- To support staff, students and parents.
- Administration of rewards and sanctions.
- To present a professional image in terms of dress code and attitude.
- To promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.

#### **About The Angmering School:**

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

#### **Main Duties to include:**

- Daily entry of attendance data onto Bromcom system.
- Taking absence messages and inputting on Bromcom.
- Record fixed term/internal suspensions /seclusions & notifying parents.
- Record PSPP's First & Final's onto Bromcom & communicate to relevant parties.
- Record Serious Incident Forms.
- Chasing of missing registers.
- Managing texts and messages for late students.
- Setting up for new academic year and maintaining Drill Downs for Y7 - Y11.
- Produce late reports and generate letters/emails.
- Administration of Request of Absence forms.
- Input registers for class teachers and cover staff.
- Distribute daily/weekly attendance reports.
- Produce under 90% Attendance reports for Year Team Leaders.
- Lesson checks as needed and directed by Attendance lead
- Produce extended reintegration letters.
- Produce weekly behavior and suspension reports for Assistant Head Teacher.
- Identify any cause for concern and discuss with Year Team Leader/Student Support Officer.
- Produce attendance concern letters as directed by Year Team Leader.
- Persistence Absence – Assist Year Team Leader with actions for persistent absences.
- Assist Year Team Leader in producing Fixed Penalty Notices.
- Assist Year Team Leader in producing Non-Attendance Referrals (NARs)
- Support the Year 7 Transition Team Leader.
- Produce reports as requested by Outside Agencies.
- Produce reports for staff.
- General Housekeeping of system.
- Ensure Fire Drill registers are produced.

- Produce reports for parents/tutors/Year Team Leaders as required.

#### DATA

- On new student start day, to update new student details onto Bromcom from Admission forms.
- Input all student & parental data changes & disseminate information to relevant staff.
- Collate and prepare/send files for leavers to new school.
- Produce reports for parents/tutors/Year Team Leaders as required.
- Ensure Fire Drill registers are produced.
- Weekly printing of Assembly registers.
- Logging of Edukey entries, calls and emails.
- Produce reports for parents/tutors/Year Team Leaders as required.
- Record fixed term/internal suspensions/seclusions & notifying parents.
- Record Serious Incident Forms.
- Produce attendance reports for the Lavinia Norfolk Centre (LNC)
- Produce Pupil Premium/SEN attendance reports.
- Produce weekly Attendance Report for Assistant Head Teacher (AHT) responsible for attendance.
- Produce weekly Children Looked After (CLA) report for WSCC.

#### ADMINISTRATIVE SUPPORT

- Provision of class lists / timetables for students & staff as required.
- Administration of Year based events e.g., Consultation Evenings, Information Evenings.
- Administration of Year Team trips.
- Communication with parents and students.
- Support students as required.
- First line of contact – deal with parents concerns or complaints.
- Updating evidence platforms.

#### GENERAL OFFICE DUTIES

- Provide back-up in case of colleague absence.
- Ensure that lockers are organised for Year 7 students.
- Provide hospitality and other general office duties when required to do so by Line Manager or a member of the Headship Team.

#### HEALTH & SAFETY

- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role. Training will be given.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.



**PERSON SPECIFICATION**

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> <li>• have good interpersonal, organisation and keyboard skills</li> <li>• have a good working knowledge of Microsoft Word, Excel &amp; Google suite products</li> <li>• be able to prioritise their work, use their initiative and be prepared to be flexible</li> <li>• use their discretion and respect the confidentiality of some of their work</li> <li>• be resilient, and be able to work well under pressure</li> <li>• possess a good sense of humour</li> <li>• be able to use a range of strategies to engage with students and their parents</li> <li>• actively support and implement all school rules, policies and expectations</li> <li>• demonstrate commitment to equal opportunities</li> <li>• be a role model for staff and students</li> <li>• have (equivalent) level 2 or above qualifications</li> <li>• be confident and effective when working with young people and parents/carers</li> <li>• a good communicator</li> </ul>	Essential  Essential  Essential  Essential  Essential Essential Essential  Essential  Essential Essential Essential  Essential

**Safer Recruitment**

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.