TOOTING PRIMARY SCHOOL
Inspiring excellence

JOB DESCRIPTION

Job Title:	Senior Administrator (with specific responsibility for Admissions and Attendance)
Grade:	GPS 4 (SP 7-10)
Job Purpose:	Under the guidance of the Office Manager and SLT, be responsible for undertaking administrative, financial and organisational processes within the school. To maintain accurate records of pupil attendance and to disseminate key information to senior leaders and school governors. To work within an extended range of networks and partnerships to improve attendance across the school. To liaise weekly with the Educational Welfare Officer, To provide support and guidance to children, young people and those engaged with them in order to reduce exclusions, raise attendance and attainment by removing barriers to learning. To manage the School Admissions process under the guidance and support of the Office Manager. Organise and supervise administrative systems within the school and contribute to the planning, development and monitoring of support services. To providing administrative support for school trips under the direction of the trip leader, including liaison with parents, preparation of letters home, putting payments onto Arbor, trip lists, Risk Assessments etc
Responsible to:	School Office Manager
Location:	Tooting Primary School [and Graveney Trust Primary Schools as directed
Other Functional Relationships:	Headteacher, SLT, School Governors

Specific Tasks:

1. Organisation:

- Deal with complex Reception and visitor matters. Ensure front line enquiries both in person, by email and by telephone from staff, pupils, parents and visitors are dealt with promptly and efficiently
- Use and manage Inventry; including pre-booking visitors
- Contribute to the planning, development and organisation of support service systems, procedures and policies.
- Assist in the recruitment, supervision, training, development and mentoring of other admin support staff
- Provide help and advice when needed to support staff
- Support the Office Manager at meetings where appropriate.

2. Admissions:

- Maintain and update the pupils' records, ensuring all pupil records are kept accurately and comply with requirements of the Data Protection Act 2018 alongside UK GDPR (General Data Protection Regulations)
- Monitor and maintain records for new intake, registration and admission of pupils; liaise with the LA and parents/carers regarding appeals
- Process secondary transfer of pupils', liaising with the local authority and secondary schools, including CTF transfers and pupil records
- Liaise with the local authority regarding primary admissions
- Ensure waiting lists are maintained accurately and parents/carers are informed when necessary if a vacancy has arisen
- Produce reports as required for the local authority such as KS1 & KS2 results, secondary transfers, primary admissions
- To manage the administration of the End of Year Reports
- To update and maintain pupil records on school database (Arbor) and pupil records
- To proactively explore the potential of the Arbor system in terms of linking contextual, attendance, assessments and attainment data to aid strategic planning. This will include the keeping of documentation of work undertaken for future references.

3. Attendance

- Ensure pupils, parents & carers understand that regular school attendance and educational attainment are inextricably linked
- Clearly communicate to parents & carers that it is their legal responsibility to ensure their children's regular and punctual attendance
- Establish and maintain a system for late children to sign in
- Be the main contact for all attendance issues and chase up reasons for absence on a daily basis with guidance from the relevant colleagues
- Undertake home visits with a colleague where necessary and ensure meticulous records of actions and outcomes are kept
- Meet with SLT on a regular basis and formally six times a year to review individual pupil's attendance and progress towards whole school. Provide a brief summary of attendance issues to the Headteacher
- Contribute an attendance item on every newsletter, celebrating success and reminding of expectations and to develop and organise attendance incentive schemes, which promote and celebrate achievements for individual pupils
- Support the Inclusion Team, including EWO delivering strategies to target improvements in attendance for pupils recognised as being at particular risk of poor attendance and exclusion
- Work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed
- Ensure daily registers are updated to show latecomers
- Complete Termly Register reviews liaising with EWO
- Monitor and ensure correct Attendance Codes are entered in Class Registers and Arbor
- Meet with the EWO, as appropriate, to review attendance and punctuality data and plan actions
- Administer and monitor initiatives to improve attendance as required. For example, penalty notices, first day calling etc
- Arrange/attend School Attendance Panel meetings with SLT/EWO
- Keep accurate, up to date records of all casework
- Produce accurate, statistical data showing trends for different groups of pupils including those eligible for Free School Meals
- Participate in staff meetings and agreed relevant working parties as necessary

- Provide information and advice to the Inclusion Manager on individual casework
- Source and use published attendance research to implement 'best practice'
- Provide information for reports for Initial Child Protection conferences, reviews and core group meetings for children
- Ensure the Children Missing Education procedure is followed by the school
- Aid the smooth integration of in-year pupil transfers under the admissions policy
- Uphold the professional standards expected of every member of the school's staff in all dealings with colleagues, pupils, parents & carers and the wider community

4. Administration

- Manage and update all manual and computerised records and information systems accurately
- Take a lead role in the development and maintenance of record and information systems.
- Analyse and evaluate data and information and produce reports, information and data as required.
- Manage school meal process, including reporting daily numbers, completing returns, monitoring Free School Meals and overdue debts. [Arbor]
- Undertake typing and word processing and complex IT based tasks.
- Provide administrative and organisation support to other staff.
- Undertake and manage administration of complex procedures.
- Produce and respond to complex correspondence.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. LA.
- Produce lists, information and data as required.
- Maintain and collate pupil records, collate information for census and other reports as required by the school, Trust

5. Resources:

- Operate relevant equipment and complex ICT packages
- Undertake research and obtain information to inform decisions.
- Assist OM / finance team with marketing and promotion of the school

6. Other / General:

- Comply with and assist in the development of policies and procedures relating to children's protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To work within, and promote, the school's Equal Opportunity Policy and contribute and adhere to policies relevant to the post.
- Contribute to the overall ethos, work and aims of the school.
- Participate and support school events such as Christmas and Summer Fair
- Establish and maintain constructive relationships and communicate with other agencies and professionals.
- Attend and participate in regular meetings and work effectively as part of the School Office Team.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To operate within agreed legal, ethical and professional boundaries when working with children, young people and those involved with them
- To meet regularly with the designated line-manager to report on progress of identified pupils.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- To carry out any other task requested by SLT as commensurate with role and grade.
- Adherence to Graveney Trust's 'clear screen' policy, ensuring the security and confidentiality of any device being used is not left unattended; and screens are locked in all circumstances (ie 'switch user'/shut down or equivalent). This includes the sharing of passwords/login details.

- In addition, employees will not share any school or pupil data with any person or organisation without the appropriate authorisation. Any breaches will be regarded as a serious misconduct under the disciplinary code.

Child Protection:

- To be fully aware of and understand the duties and responsibilities arising from the
- Children's Act, Keeping Pupil's Safe in Education and the school's own Safeguarding Policy
- in relation to child protection and safeguarding children and young people as this applies to
- the post holder's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to children and young
- people in relation to the post holder's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any
- concerns which the post holder may have in relation to safeguarding and/or child protection.

Person Specification

Essential Criteria

- To be passionate, motivated and proactive in finding solutions to situations as they arise.
- Ability to carry out all general office skills and to deal with a variety of administrative tasks such as filing and distribution of post, etc.
- Ability to communicate effectively in writing, on the telephone and face to face: draft correspondence independently; write and communicate verbally clearly and concisely.
- Ability to build and maintain an effective working relationship with a wide variety of people.
- Cultural awareness of community and sensitivity in dealing with a diverse range of people
- Diplomatic approach in dealing with difficult situations.
- Ability to prioritise to ensure that deadlines are met, whilst working under pressure.
- Ability to compile and extract information accurately, with a strong attention to detail
- Ability to work on own initiative and contribute ideas to the improvement of admin services at the school and work as part of a team
- Excellent ICT skills to a competent level, including Microsoft Office, Outlook, Excel and Google Suite. A working knowledge and understanding of the use of the Arbor system is desirable
- Commitment and willingness to meet the needs of the ethos and work in a flexible, and adaptable manner
- A commitment to deliver services within the framework of the school's equality and diversity policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Knowledge and understanding of the use of the Arbor system is desirable