



Stoke Newington School
& Sixth Form

JOB PACK

Attendance and Administration Officer

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Job advertisement

Attendance and Administration Officer

**5 days a week Monday - Friday 8:00 - 16:00, 50 minutes lunch break,
All around the year, 27 days of annual leave on school holidays, permanent
grade S01 £32,301 - £33,474 per annum**

The School:

Stoke Newington School & Sixth Form is a “good with outstanding features” school. We pride ourselves in providing our students with inspiring and creative teaching and learning opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential.

Applying for the role:

The closing date for receipt of applications is **Friday 16th April 2021**.

The interviews will be on **Tuesday 20th April 2021**.



Job description

Job title: Attendance Officer

Directorate: Stoke Newington School & Sixth Form

Reporting to: Deputy Headteacher

Grade: S01 £32,301 - £33,474

Purpose of this post:

- Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services to improve pupil attendance. Work with colleagues, pupils and their families to improve attendance of a target group of pupils with unacceptable levels of absence

Main duties and responsibilities

Commitment to the importance of good attendance:

- Promote a positive image of education in the wider community through contact with families and pupils.
- Promote an expectation of good attendance with pupils, colleagues and families.
- Be involved in assemblies that recognise good or improved attendance.
- Contribute to displays to support good attendance.
- Build positive working relationships with colleagues, pupils and families.
- Support a commitment to the importance of good attendance;
- Promote the development of effective school attendance policy and procedures.
- Work in liaison with the school attendance administrator, school staff and education welfare service to provide attendance monitoring and support.
- Work directly with targeted pupils and their families who have attendance between 75 - 90%, including class provision to support good attendance

Organisation:

- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Organise school trips/events etc.
- Supervise, train and develop staff as appropriate.

Administration:

- Implement standardised procedures, including consistent coding of absences.
- Ensure appropriate processes for the recognition of good or improved attendance are implemented.
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information as required.
- Keep detailed records of pupils' attendance, monitoring and action taken.
- Undertake typing and word-processing and complex IT based tasks.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Board.
- Undertake administration of complex procedures.
- Complete and submit complex forms and returns, including those to other agencies e.g. DfES.

Resources

- Operate relevant equipment/complex ICT packages.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with the marketing and promotion of the school.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.

Responsibilities:

- Identify target groups of pupils for intensive intervention.
 - Make contact with families to support improvement in pupils' attendance through counselling, target setting, planning, and adapting strategies to meet the educational, social and emotional needs of pupils.
 - Arrange weekly support sessions for pupils.
 - Develop a range of strategies for improving attendance, including out-of-school and lunchtime activities.
 - Comply with and assist with the development of policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
 - Establish constructive relationships and communicate with other colleagues, pupils, parents, agencies and professionals to share good practice and develop approaches and strategies.
 - Make links with other schools to develop appropriate approaches to transition between key stages for pupils with attendance problems
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- Attend and participate in regular meetings.
 - Be aware of and support differences and ensure equal opportunities for all.
 - Contribute to the overall ethos/work/aims of the school.
 - 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.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system. Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

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Person Specification	Essential	Desirable
Qualifications		
1. NVQ level 3 or equivalent qualification or experience in relevant discipline.	✓	
Experience		
2. Experience of development, management and operation of administrative systems.	✓	
Knowledge		
3. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓	
Skills		
4. Very good numeracy/literacy skills	✓	
5. Effective use of ICT and other specialist equipment/resources with very good IT skills	✓	
6. Ability to relate well to children and adults.	✓	
7. Work constructively as part of a team, understanding school roles and responsibilities and understand your own position within these.	✓	
8. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
9. Display commitment to the protection and safeguarding of children and young people.	✓	