

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

JOB DETAILS

Job title:	Pupil Administration Officer
Directorate:	The Garden School
Reporting to:	School Business Manager
Grade:	Scale 6 SP 26 £27,402 (Actual Salary: £24,858)
Hours:	36 hours per week, term time only (08.45-17.00) plus 10 days

Job Description

Purpose of the Post:

- Administer the admission process for both new pupils and for pupils transitioning from The Garden to other provisions.
- Promote and monitor attendance, absence and punctuality for pupils, promoting and facilitating an expectation and achievement of excellent attendance, making decisions on a daily basis that directly impact on attendance and educational delivery.
- To administrate and plan Educational and Health Care plan and annual review meetings.

Main duties and responsibilities:

Administer the admissions process for both new pupils and pupils transitioning from The Garden to other provisions:

- Promote the speedy and effective transfer of pupil information from preschool settings, other schools and also within school, ensuring the administration including transport, for pupils who are joining or leaving the Garden is managed correctly.
- Meeting with Parents or Carers of incoming pupils to ensure that all the correct information regarding that pupils needs is captured correctly.
- To work closely with the Head of School, and the specific class teacher, to ensure that all pupils special educational needs are communicated properly.
- Oversee the data for new pupils and ensure it is input correctly and promptly.
- Maintain detailed pupil records relative to funded fee and other income per pupil and liaise with Finance Office to ensure correct income and invoicing.
- Produce school census data/reports e.g. DfE



Promoting and Monitoring whole school attendance, absence and punctuality

- Promote an expectation of excellent attendance with pupils, colleagues and families.
- Establish constructive relationships and communication with other colleagues, pupils, parents, agencies and professionals to share good practice and develop approaches and strategies.
- Contribute to the development of effective school attendance policy and procedures.
- Work directly with targeted pupils who have persistent absences and support their families/carers to facilitate and improve their attendance levels.
- Meet with School Attendance Officer from the Local Authority, once every half term to provide whole school attendance information and discuss any concerns.
- Preparing attendance reports half termly for SLT.
- Prepare whole school attendance information and reports for termly Governors meetings.
- Process term time absence requests from parents/carers.
- Implement standardised procedures, including consistent coding of pupil absence.

Administer Educational and Health Care plan meetings and annual reviews:

- Organise meetings and the production of Educational and Health Care Plans and SEN statements, annual reviews liaising with the relevant professional staff to ensure to ensure input.
 - Ensuring that meetings are scheduled throughout the year.
 - The correct professionals are invited.
 - Collating, proof reading and distributing papers.
 - Capturing information from meetings accurately.
 - Attending some meetings as required to help facilitate process.
 - Ensuring all follow up from meetings is done so properly, including typing up information from the meeting and sending this out to the relevant attendees.

Other:

- Provide general support to colleagues in the admin team if and when required e.g. reception cover.
- Liaise with family support officer.
- Organising parents' evenings which take place twice a year; liaising with teachers and communicating with parents to ensure that meetings are well attended.

General:

- Embrace and contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- Some out of core hours working may be required for meetings e.g. with parents/carers, oversee parents' evenings.
- This is a description of the main framework 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.

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PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
1. Literacy and numeracy GCSE (A-B Grades)	✓	
2. National Qualification level 3 (A levels or equivalent qualification or experience in relevant discipline with associated level 3 literacy and numeracy)		✓
Experience		
3. Experience of school administration	✓	
4. Experience of admissions and pupil services work		✓
5. Experience of multi-disciplinary working environment and tasking	✓	
6. Experience of working with special needs children or in a special needs environment		✓
7. Experience of people relationship management and resolution of difficult situations	✓	
8. Experience of producing meeting minutes and documents of a high quality	✓	
9. Experience of maintaining databases accurately	✓	
10. Experience of scheduling meetings	✓	
Knowledge		
11. Knowledge of Safeguarding and Child Protection	✓	
12. Administrative and related processes for admissions, pupil services, EHCP's etc.		✓
Skills		
13. Excellent telephone manner	✓	
14. Strong organisational skills with an ability to establish priorities and meet targets and deadlines	✓	
15. Effective use of ICT and other specialist equipment/resources	✓	
16. Use of SIMS database system and reports including census	✓	
17. Ability to relate well to children and adults	✓	
18. Proven high communication skills, oral and written	✓	
19. Effective influencing, persuasion and problem resolution skills	✓	
20. Work constructively as part of a team, understanding and embracing school ethos	✓	

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21. Ability to act as minute taker as directed by senior managers	✓	
22. The ability to set up and develop administrative systems, for checking, monitoring data the ability to use information technology to a high degree of expertise	✓	