



# CROFTON ACADEMY JOB DESCRIPTION

**Job Title: Attendance & Data Administrator**

**Grade: Support Grade 4**

**Reporting to: Central Services Manager/Leadership Team**

**Location: Crofton Academy**

The post holder will be responsible for providing a high level administrative service to support the school's attendance strategy with the aim of reducing persistent absence and improving overall attendance levels in collaboration with the Education Welfare Officer.

With outstanding administration, organisational and communication skills, the post holder must be able to work flexibly as part of a team and be able to work on their own initiative with minimal supervision. Ensuring accuracy of data inputs and outputs is essential.

## **Key Outcomes/Activities:**

### **Attendance**

To have overall responsibility for the input of pupil absence/attendance data and ensure its accuracy and relevance into the SIMS information management system including:

- Monitoring and recording of notified sickness, late arrivals, sign out's due to medical reasons, and unauthorised absence.
- Daily registration updates after completion by Group/Form Tutors.
- Making first day contact calls for vulnerable students who have not attended school.
- Obtain justifications for unexplained student absences in conjunction with EWO and YGM's.
- Generation of appropriate correspondence/absence letters for pupils/parents/carers.
- Meet regularly with EWO to establish attendance priorities, update data and respond to parental enquiries and complaints, relating to attendance.
- Produce daily registers for distribution to YGM's in the event of fire evacuation.
- Compile monthly absence printouts for YGM's to follow up.
- Liaise with the Looked After Children (LAC) team.
- Maintain running totals and report upon all attendance, including both authorised and unauthorised absences.
- Ensure accurate contact details for parents/carers are retained.
- To prepare attendance awards for individuals for presentation.
- To assist the Education Welfare Officer in ensuring notes of meetings and correspondence in relation to attendance are maintained.
- To process referrals for Penalty Notices as required and liaising with the local authority.

## **Data Reporting**

- Ensure all pupils' absence data is correct on the SIMS student database, and provide reports on attendance as necessary to the Education Welfare Officer, Year Group Managers' and Senior Leadership Team for review.
- To assist the Data & Assessment Officer in completion of the DfE annual attendance return.
- To produce reports of absence for pupils with attendance concerns and raise with the appropriate member of staff.
- Produce attendance information for Group Tutors to discuss at Group Tutor evening with parents.

## **Assistant Head's Administration Support**

- To provide an administrative support service to the Assistant Head's within school including administration, planning, and clerical work.
- To provide secretarial support to the Staff Voice and Pupil Voice groups, including meeting minutes and agenda distribution.

## **General Administration**

- To assist in the Data Officer in the production of who school data materials.
- To assist the Examinations Officer in the administration and coordination of internal and external examinations.
- To assist the Administration team in the sale of school uniform, collection of money for activities, and other general administration and clerical task as and when required.
- Undertake reception duties, answering general telephone and face-to-face enquiries as requested.
- Provide general administrative advice and guidance to staff, pupils and others.

## **Data/SIMS General**

- To maintain the utmost confidentiality of information acquired during the course of your work in line with Data Protection legislation.
- To undertake any necessary training as the post evolves.
- To be familiar with the Data Protection Act and GDPR.

## **Resources**

Requirement to operate relevant equipment/ICT packages (e.g. Microsoft Office, Databases, Spreadsheets, Internet), SIMS, CPOMS, 4 Matrix, Doodle and Class Charts.

## **General Academy Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

<b>REQUIREMENTS FOR THE POST</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A minimum of 4 GCSE passes including English and Mathematics.</li> <li>▪ NVQ Level 1/2 qualification in Business Administration or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ NVQ Level 3 qualification in Business Administration or related subject area.</li> <li>▪ Up to date Safeguarding/ Child protection training.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Significant experience of data administration and reporting (in an educational setting would be advantageous).</li> <li>▪ Comprehensive ability in the use of different computer software packages including Microsoft Office and Databases.</li> <li>▪ Experience of working with Attendance data.</li> <li>▪ Proven experience of high level data administration and reporting.</li> <li>▪ Working as part of a team.</li> <li>▪ Willingness to learn new skills.</li> <li>▪ Experience of working under own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the use of SIMS.</li> <li>▪ Experience of working with adults and pupils.</li> <li>▪ Experience of working in an education environment, dealing with a range of complex and routine office tasks.</li> </ul>
<b>Knowledge and Statutory Requirements</b>	<ul style="list-style-type: none"> <li>▪ Ability to input data to produce reports for monitoring with minimal supervision using computerised systems and databases.</li> <li>▪ High level communication and listening skills.</li> <li>▪ Ability to present detailed to others.</li> <li>▪ Ability to show others how to input/produce information from systems.</li> <li>▪ Effective levels of computer literacy ensuring accuracy when inputting and reporting on data.</li> <li>▪ Ability to prioritise workload to ensure all external and Academy deadlines are met.</li> <li>▪ Excellent organisational skills.</li> <li>▪ Confidence to work independently using own initiative and drive as well as working as part of a team.</li> <li>▪ Ability to work with sensitive information and material, maintaining confidentiality at all times.</li> <li>▪ Up to date knowledge of Data Protection Legislation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Up to date knowledge of child protection and safeguarding.</li> <li>▪ Understanding of the use of the SIMS package.</li> </ul>

<p><b>Personal Qualities:</b></p>	<ul style="list-style-type: none"> <li>▪ Passionate about accuracy and timeliness.</li> <li>▪ Ability to use organisational and administration skills effectively to manage data.</li> <li>▪ Maintains high professional service standards.</li> <li>▪ Ensures prioritisation of workload through the use of great organisational, communication and time management skills.</li> <li>▪ Ability to work under pressure, ensuring that all deadlines are met.</li> <li>▪ Ability to deal with sensitive data and maintain confidentiality.</li> <li>▪ Flexibility.</li> <li>▪ Commitment to equality of opportunity and continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to develop own knowledge and skills in order to enhance personal performance.</li> </ul>
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**Responsibilities for Resources:**

**Line Management Responsibilities:** The job does not involve any line management responsibility.

**Financial Responsibilities:** The job may involve some direct responsibility for financial resources.

**Physical Resources:** The job involves some direct responsibility for physical resources.

**Responsibility for Policy Development:** The jobholder has no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation.

**Working Conditions:** The jobholder will work within the Data Administration, Examination and Attendance Department on a daily basis.

**Main Contacts:** Parents/Carers, Education Welfare Officer, Assistant Headteacher, Deputy Headteacher, Headteacher, Administration Manager, Year Group Managers, Teachers, Local Authority and Learning Mentors.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** July 2018

**Signature of Postholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**