

## JOB DESCRIPTION

<b>Job Title</b>	<b>Administration and Welfare Assistant</b>
<b>Grade</b>	Band 2 to mid-point
<b>Reports to</b>	Headteacher and School Business Manager (line manager)
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Staff, parents and other agencies, as required
<b>Job Purpose</b>	<p><b>Attendance</b> - to monitor attendance and undertake duties to improve attendance rates.</p> <p><b>Community Engagement and Cohesion</b> - support pupils in school, community and home settings to provide support and assistance to manage transition and inclusion.</p> <p><b>Administration and Reception</b> – support the administration team with general duties as required.</p>
<b>Duties</b>	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• To lead on all duties relating to pupil punctuality, attendance and general records, including exclusions.</li> <li>• To effectively use SIMS software facilities to ensure the production of reports, letters and documents as required for attendance.</li> <li>• To lead upon monitoring, identifying and call back on pupil lateness.</li> <li>• To operate and maintain appropriate databases and spreadsheets, as required.</li> <li>• To produce regular updates for the headteacher on student attendance with targets and strategies for improvement.</li> <li>• Liaise with headteacher regarding parental requests for holiday and leave of absence during term time.</li> <li>• Collate and coordinate submission of documentation for legal action.</li> <li>• To produce and interpret statistical data for the headteacher and governors relating to attendance patterns of groups within the school.</li> <li>• To liaise with headteacher and other support services to improve attendance rates.</li> <li>• To be the first contact for all attendance concerns in school.</li> <li>• To participate in the development of the school reward system in relation to attendance.</li> <li>• To make contact with other schools and gain any relevant information about the attendance records of new students.</li> <li>• Entering electronic registration.</li> <li>• Entering absence notes and signing in books to registers</li> </ul> <p><b>Community Engagement and Cohesion</b></p> <ul style="list-style-type: none"> <li>• Support pupils in school, community and home settings to provide support and assistance to manage transition and inclusion.</li> <li>• Plan and deliver programmes to manage the transition and integration of pupils including effective induction programmes and positive exit strategies</li> <li>• Understand the effects of service family life on children and develop strategies to minimise the effect of military deployment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and maintain links with external agencies to support families as appropriate (eg Army Welfare Service, Colchester Garrison).</li> <li>• Collaborate with local primary and secondary schools to provide a wider provision particularly focusing on transition.</li> </ul> <p><b>Reception and Administration</b></p> <ul style="list-style-type: none"> <li>• To undertake reception duties, as required.</li> <li>• To assist with answering the telephone, taking and distributing messages.</li> <li>• Complete administration duties for example preparation of the weekly newsletter and letters to parents.</li> <li>• Administer first aid to pupils as required.</li> <li>• Administer medicine as required within Health &amp; Safety Guidelines and the School's own policy.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> </ul> <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>

**BEHAVIOUR SUPPORT: SCHOOL ATTENDANCE OFFICER  
PERSON SPECIFICATION**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	NVQ Level 3 or equivalent in administration Experience of working in school administration. Experience of using Capita SIMS. Experience of working with service families.
	Knowledge of relevant policies and procedures	Being aware of and working with school policies in relation to Attendance, Safeguarding and general school policies.
	Literacy	GCSE grade C in English or equivalent
	Numeracy	GCSE grade C in Maths or equivalent.
	Technology	Good working knowledge of ICT including Capita SIMS management system.
<b>Communication</b>	Written	Ability to write reports, letters, etc
	Verbal	Ability to use clear language to communicate information clearly with children and adults. Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children.
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting
	Curriculum	Understanding of the school procedures.
	Child Development	Understanding of child development
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing with all pupils.
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children,

		their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information. Provide timely and accurate information.
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to manage own time effectively Ability to meet deadlines
	Creativity	Ability to follow instruction.
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role