

## Job Description

Job Title	Registration Assistant – 12.5 hours per week, term time (inc inset days)
Grade	2020 Scale 2 (2019 Band 1)
Reports to	Headteacher and Business Manager
Liaison with	Headteacher, Business Manager, Other Staff, Visitors, External Agencies, Parents, Pupils, Trust Staff, Governors
Purpose of Job	To check online registers and follow up on absences and provide dinner numbers to the Catering Manager.
<p>Duties</p> <p>Pupil Records, Registration and School Meals</p> <p>Administration</p> <p>General</p>	<ul style="list-style-type: none"> <li>• Manage the pupil daily registration process. Check online registers and follow up absences. Liaise with Headteacher regarding termly reports &amp; letters to parents.</li> <li>• Review the dinner registers and information, including a summary of numbers and meal options to the Catering Manager.</li> <li>• In the absence of the Office Assistant, carry out essential tasks required to maintain an efficient and effective office.</li> <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 and safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• 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</li> </ul> <p>The duties above are neither exclusive or 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>

**PERSON SPECIFICATION**  
**Registration Assistant**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of administrative work in a busy office environment
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of H&S policy and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use a computer and a management information system.
<b>Communication</b>	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	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 other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role