

Lee Chapel Primary School & Nursery

JOB DESCRIPTION

Title of Post: Attendance, Communications & Administrative Officer

Salary Scale: Scale 2 Point 3

Responsible to: Headteacher - Mrs Susan Jackson

Hours: 37 hours per week
8.45 a.m. - 4.15pm
38 weeks per year

Main Purpose of Job: To provide effective and efficient clerical and administrative support to the school and Headteacher.

Particular Duties for Attendance, Communications & Administrative Officer at Lee Chapel Primary School:

Attendance

- To monitor morning and afternoon attendance via on-line registers on SIMS and cross-referring to Studybugs where necessary.
- Contacting parents to establish whereabouts of absent children who have not been reported absent.
- To be responsible for the school's attendance monitoring including producing reports and letters to parents when attendance falls below 95%.
- To be responsible for identifying mirrored absences between siblings and 'patterned' absences and producing appropriate letters accordingly.
- To undertake production of attendance figures for children's annual reports and for Governing Body reports.
- Liaising with relevant Teachers and Senior Leadership Team over attendance issues where necessary.
- To be responsible for producing half-termly 100% attendance lists for the Headteacher.
- To undertake the administration of holiday requests.

Communication

- To monitor and be responsible for the School's Admin e-mail and Studybugs accounts throughout the day: in particular prioritising and dealing with relevant emails in line with the Schools various policies to avoid escalation of complaints and forwarding other messages to relevant members of staff.

Administrative

- To assist the Office Manager and Headteacher's PA with ad-hoc admin tasks as necessary.
- To assist with telephone queries from parents including assisting with School Money queries.
- To assist with the preparation and maintenance of the manual and computerised pupil data records.
- To assist with reprographic work (including assessment papers).
- To assist with typing and word processing as required.
- To assist with filing and general clerical duties.

The duties may be varied to meet changed circumstances in a manner compatible with the post held and other such duties the Headteacher might reasonably require. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

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Name:
Attendance & Communications Officer
Date:

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Mrs Susan Jackson
Headteacher
Date: