



# Clacton County High School

Walton Road, Clacton-on-Sea, Essex. CO15 6DZ  
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Higher Expectations, Raising Aspirations, Transforming Lives

## **JOB DESCRIPTION**

**TITLE OF POST:** Attendance Assistant Administrator / First Aid Cover  
**LINE MANAGER:** Assistant Headteacher  
**RESPONSIBLE TO:** Executive Headteacher/Head of School  
**SALARY GRADE:** Scale 3 (term time only)

### **JOB PURPOSE**

- To provide administrative support within the attendance office for the school, students and their families ensuring the highest levels of school attendance.
- To provide cover for the first aid team within the medical room in the event of staff absence or emergencies.

### **CORE REQUIREMENTS**

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in colleagues and all other stakeholders.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external companies.
- To be adept at personal time management/managing own workload.
- To be not only proactive but also reactive to the daily demands of the role.

### **KEY RESPONSIBILITIES**

- To support the attendance office manager with day to day administration tasks within the attendance office.
- To deputise for the attendance office manager in the event of absence.
- To provide information and advice to school staff regarding attendance matters and queries.
- To be an initial point of contact with parents regarding attendance matters and queries.
- To provide cover for the designated responsibilities of the school's first aid team in the event of staff absence or emergencies.
- To provide reports and produce data on student attendance and additional matters as requested.

- To ensure that all am and pm registers are completed promptly and accurately by members of staff.
- To investigate and check on any register anomalies and confirm whereabouts of students in the event of any missing from lessons.
- To provide an initial daily check on students designated as vulnerable.
- To work effectively with all key stage pastoral teams to meet the attendance targets set by the school and provide support to students and families.
- To liaise with other schools/alternative providers/Welfare Call regarding attendance records and daily attendance registers.
- To perform any additional administration tasks commensurate with the role as directed.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:	Post Holder	Date:
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Signed:	Line Manager	Date:
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Signed:	Executive Headteacher/Head of School	Date:
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# School Attendance Administrator/First Aid Cover

PERSON SPECIFICATION
Excellent communication skills
Working knowledge of ICT
Competent literacy and numeracy skills
Effective time management with the ability to work to deadlines and manage own workload
Ability to work effectively under pressure, prioritising work
The ability to be both proactive and reactive to changes
Competence to liaise with outside agencies on behalf of the senior leadership team and extended leadership team
Experience of dealing successfully and diplomatically with staff, parents, students or community representatives
Aptitude to adapt to changing circumstances
Ability to take initiative and accept responsibility
To maintain professional relationships, whilst building a rapport with colleagues
Capacity to listen and empathise
Work effectively as part of a team and contribute to group thinking, planning etc., whilst at times work independently using personal initiative
Follow instructions accurately
High personal expectations and self-motivation
Committed to personal and professional development
Awareness of, and commitment to, equalities issues
Act as a role model for colleagues upholding the standards and expectations of the school vision and ethos, as defined within school policies