



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

**POST TITLE:** Attendance Administration Officer - Level 3 (Sea View Primary School)

**GRADE:** Band 5

**RESPONSIBLE TO:** Head Teacher

#### Overall Objectives of the Post:

Under the guidance of the school's Senior Leadership Team: be responsible for undertaking administrative, financial, organisation processes within the school, maintaining confidentiality at all times. Assist with the planning and development of support services.

#### Key Tasks of the Post:

##### **1. Organisation**

*You will provide an efficient and effective organisational support to the school. You will:*

- Be front of house and deal with complex reception/visitor matters.
- Manage and monitor attendance.
- Make first phone calls home.
- Monitor and manage registers.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Supervise, train and develop admin staff as appropriate.

##### **2. Administration**

*You will provide efficient and effective support to the administration of the school. You will:*

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required e.g. attendance.
- Be computer literate and proficient in all office software e.g. Word, Excel etc.
- Provide personal, administrative and organisational support to other staff. e.g. SENCo, Early Help meetings.
- Provide administrative and organisation support to the Governing Board (subject to school service level agreement on governor support).
- Undertake administration of complex procedures.

- Complete and submit complex forms, returns, etc, including those to outside agencies e.g. DfE.
- Take notes at meetings and prepare minutes.
- Organise and lead attendance meetings with parents/carers.
- Manage leave of absence requests and parent/carer correspondence.

### 3. Resources

*You will provide effective support to the development of resources. You will:*

- Operate relevant equipment/complex ICT packages, LA wide systems.
- Manage the financial transactions and sales of the school in line with current LA Financial Regulations.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school, if required.

### 4. Responsibilities

*You will contribute to the overall school's achievements of its objectives. You will:*

- Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist with development of confidentiality and data protection policies.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: DB/KDS

Date: 13/03/2020