

Senior Administrator and Attendance Officer

Administration

- Welcome all visitors and deal with requests in a professional manner
- Receive, note and transmit all incoming calls
- Administration of late arrivals/those leaving early
- Carry out general administration and clerical duties
- Record and distribute information to teachers as necessary
- Write and send generic emails, texts and letters to parents
- Ensure the office is clean, organised and a safe working environment for other employees
- Manage, support and train staff to assist with administrative and other tasks as may be required
- Supervise and monitor the work of clerical and secretarial staff and other support staff as required
- Report on office performance

Organisation

- Manage the cover for absent teaching colleagues and keep a record of arrangements made and supply booked
- Manage the day-to-day organisation of academy events and educational visits and the knock-on impact
- Manage changes to staff duties for break/lunch times and support for trips
- Maintain the support staff training schedule ensuring all training is up to date
- Manage the organisation of extra-curricular clubs, sending out letters and overseeing the registers

Health and Safety

- Maintain health and safety records
- Keep fire drill records and ensure recommendations are followed up
- Ensure PEEPs are completed and kept on file
- Keep track of health and safety training records and ensure appropriate staff have relevant training
- Manage the completion of class and events risk assessments by relevant staff
- Ensure accident/sickness forms are inputted into the system by the team and provide data analysis
- Attend termly health and safety meetings
- First aid qualified or commitment to be trained

Attendance

- Work closely with colleagues to support the work of maximising the attendance and punctuality of all students
- Keep up to date and monitor punctuality and attendance on the school system and provide attendance reports for the Assistant Vice Principal (Primary and Wellbeing) as required

- Respond to absences and lateness by contacting parents, writing letters to parents,
 - Work with secondary colleagues to efficiently prepare and present key attendance data
 - Liaise with teachers and AVP to ensure quick follow up of any concerns in relation to attendance and punctuality
 - Develop supportive relationships with families/students who have attendance concerns

Any other duties as reasonably required by the Office Manager and Principal.