

Bedford High School

A Business and Enterprise College

To Care To Learn To Achieve



Job Description

Attendance/Administrative Assistant

Job purpose:	To record and monitor pupil attendance, liaising with parents and school staff to assist the improvement of pupil attendance at school. In addition to provide administrative support.
Salary:	Grade 4 (pro rata)
Working pattern:	Full time, term time + 1 week
Working hours:	37 hours per week, core hours 8.00 am – 4.00 pm
Reporting to:	Assistant Headteacher
Responsible for – staff:	N/A
Liaising with:	Other school staff, students, parents/guardians
Contract:	Permanent
Base:	Bedford High School
Date:	June 2021
Conditions/Disclosure level:	Post offer is conditional subject to an enhanced disclosure, medical, relevant qualifications and references satisfactory to the school.

Key Accountabilities

1. Attendance

- Check pupil attendance on a daily basis.
- Telephone/text parents of absent pupils on a daily basis.
- Write to parents inviting them to attendance meetings.
- Complete any forms, paper work in connection with attendance.
- Record accurate student attendance data on registers and input on to SIMS Attendance module.
- Monitor the use of Lesson Monitor.

2. Timetable/SEN admin support

- Prepare students' timetables in SIMS.
- Produce class and group lists.
- Provide SEN admin support as required.

3. To be the first point of contact for students with attendance/illness issues

4. To provide cover for the Admin, Finance and Reception.

5. Take minutes at daily briefings and team meetings as directed.

6. Type correspondence and answer telephone.

7. Maintain a good filing system, both manually and computerised.

8. Deal with enquiries from parents.

9. Record all relevant information on the pupil database. Produce and ensure class lists, record of illness sufferers, emergency contact lists are kept up to date.
10. Keep record of pupil roll numbers.
11. Maintain confidentiality at all times.
12. To undertake such duties that may be reasonably requested by the Headteacher, Assistant Headteacher.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

To participate in annual appraisal and implement agreed targets

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using various IT packages i.e. Word/Excel/Access	E		A, I, T
Experience of undertaking a range of administration tasks	E		A, I, R
Experience of using internet, sending/receiving email	E		A, I
Previous experience of working with children of a relevant age		D	A, I
Experience of working with the SIMS database system.		D	A, I
Can demonstrate excellent interpersonal skills, including ability to influence and communicate with a range of contacts.	E		A, I
Experience of working with students and their parents/guardians		D	A, I
Previous experience of working within an office/admin environment.	E		A, I, T

B. Training and Qualifications

	Essential	Desirable	Source
2 X GCSE's in English & Maths or equivalent level of qualification	E		A, I
NVQ level 3 in Business Administration or relevant equivalent qualification		D	A, I
Willingness to obtain basic first aid certificate	E		I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of office procedures	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I
A pleasant and welcoming disposition	E		A, I
Organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I, R
Good communications skills to be able to deal with and relate well to pupils and adults	E		A, I
Ability to work effectively as part of a team and individually	E		A, I, R
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities.	E		A, I
Ability to deal with minor injuries	E		A, I
Ability to organise self and others	E		A, I
Ability to develop and implement procedures and policies	E		A, I, R
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to anticipate and use initiative to solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I