



Attendance/Admissions Clerk Job Description

Grade: Walsall Council G4 (SCP 6-11)

1. Job Purpose

- 1.1 Responsibility for the provision of clerical and general non-teaching support to the school, specifically for attendance and admissions processes but not limited to these.

2. Key Responsibilities

ATTENDANCE

- 2.1 To operate the MIS registration system on a daily basis.
- 2.2 Investigate absences on a daily basis and issue marks daily to ensure absences are correctly coded and reported in a timely manner.
- 2.3 To monitor and report on absences and to report to the HT on a regular basis. To also report to Head of School and Deputy Designated Safeguarding Lead (DDSL) and to provide feedback and statistics.
- 2.4 To pursue reasons for absence by text, telephone and in writing and occasionally via home visits (by arrangement with the Headteacher)
- 2.5 To complete all internal, LEA and DCSF returns regarding absence and to report on persistence absentees.
- 2.6 To keep a record of pupils taken out of school for family holidays and to deal with administration for parental requests for taking pupils out of school.
- 2.7 To help set targets for improvement in attendance statistics and deal with analysis of data.
- 2.8 To have input into the Senior Leadership Support Tasks for statistical feedback on attendance.
- 2.9 Confidential reporting on CPOMS
- 2.10 To deal with the Local Authority regarding all unauthorised holiday leave and instigate fines.
- 2.11 Identify and refer pupils to Attendance Officer during a weekly meeting. Liaise with and assist Attendance Officer at weekly meetings.



- 2.12 Effective communication with parents and all groups responsible for pupil attendance.
- 2.13 To have due regard to confidentiality (GDPR) and Safeguarding Procedures and Practices.

ADMISSIONS

- 2.14 To oversee the waiting lists for pupils seeking admission to the school and review the lists at regular intervals.
- 2.15 To work within National Guidelines for Admissions processes and ensure legal compliances and equality.
- 2.16 To ensure that full document vetting processes are in place.
- 2.17 To manage pre-admissions on Integris and manage all administration for in-year admissions for Nursery.
- 2.18 To manage all in year admissions for KS1 and KS2 and to oversee Primary to Secondary admission to include data transfer.
- 2.19 Liaison with parents EY Team and Head of School with regard to home visits for Nursery and administration regarding school admission visits for Reception classes.
- 2.20 To process all in year leavers to new schools.
- 2.21 Dealing with weekly returns and in year admission forms.
- 2.22 Attendance at admissions meetings and to advice as necessary.
- 2.23 Ensuring that amendments and updates to student records are implemented in a timely manner.
- 2.24 To respond to student and parent queries as appropriate.
- 2.25 To attend all Admissions Related Courses / Conferences as appropriate and keep abreast of changes.
- 2.26 To carry out any other duties as may be commensurate with the grade and nature of post, to include office reception / data inputting and processing duties, to ensure the smooth running of the school.
- 2.27 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people that he/she comes into contact with.



- 2.28 To ensure all tasks are carried out with due regard to GDPR, Health and Safety, Equality and Diversity, Safeguarding and all School Policies.
 - 2.29 To undertake appropriate professional development including adhering to the principle of performance management.
 - 2.30 To adhere to the culture and ethos of the school.
 - 2.31 To promote the integrity of the school in all conduct, and to promote the vision and aims of the school.
 - 2.32 To set an example of personal integrity and professionalism
3. The School's electronic management systems may change in the future. There will be a requirement to adapt processes to meet the requirements of the new system.



Attendance/Admissions Clerk
Person Specification

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Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE Maths and English IT qualification / skills	AF/C AF/C
Experience Relevant work and other experience	Office experience and experience of managing data and reporting, preferably in a school.	AF/I/T
	Experience of being able to work without daily supervision	AF/I
	Relevant training or willingness of undertake training in the field of Attendance / Admissions	AF/I
	Discretion with confidential information	AF/T/I
	Ability to work effectively as part of a team	AF/I
	Commitment to Safeguarding and willingness to undertake training.	AF/I
	Ability to prioritise tasks and complete on deadlines	AF/T
Desirable	Knowledge of Council Legal systems	AF/I
	An understanding of Equality Law	AF/I
	Experience of dealing with schools Management Information Systems.	AF/I
	Experience of reporting for meetings and providing data	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Delete if not applicable An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Other	A commitment to the organisational goals of the school(s). Ability to appreciate and support the roles of other professionals. Ability to be able to relate well to children and adults	AF

Reviewed by:

Date: