



## **DIDCOT GIRLS' SCHOOL**

<b>Post:</b>	Attendance and Admissions Administrator
<b>Pay:</b>	Grade 6
<b>Contract:</b>	This is a term time plus inset days contract
<b>Responsible to:</b>	Attendance and Admissions Lead
<b>Hours:</b>	37 hours per week. The role requires an 8am start.

### **Purpose of the Job**

To provide a professional efficient administrative provision and ensure the maintenance of accurate and reliable student records to support effective teaching and learning at the school.

Coordinate daily attendance and liaise with the Pastoral Team for absence processing.

Support the Admission and Attendance Lead by ensuring student data is accurate. Act as the school admissions support in responding to general admission enquiries, managing admission capacity for all year groups, updating new student records, supporting with Year 7 transition, liaising with external stakeholders and being the point of contact for Heads of Year to organise admission meetings with potential new starters.

To work flexibly as a part of the wider school administrative support staff team with a specific focus on assisting with student transition, students records and attendance.

### **Principal Responsibilities**

#### **Attendance**

- Note absence calls from answer machine and absence emails every morning and enter marks on MIS (Arbor), email HOYs, tutors and student managers with details of any significant events
- Check that registers for morning and afternoon sessions have been entered on Arbor, send reminders to teaching staff for missing registers
- Enter information on Arbor from absence notes
- During exam periods enter exam attendance marks on Arbor
- Process leave requests for pupils
- Prepare and print out paper registers for assemblies, parents' evenings, fire drills etc.
- File absence notes, leave request forms and any correspondence

## **Pupil Records**

- Filing of student correspondence and maintaining pupil paper records
- Prepare and send Admission Packs for use as required throughout the year
- Leavers Records: Maintain permanent records of students and their exam results
- Manage hard copy and electronic pupil records transfer for all in year transfers
- Administer electronic Data Collection system
- Update MIS (Arbor) database with change requests
- Maintain media consent record

## **Transition/ New Intake for September**

- Prepare and mail letters to new parents and Primary Schools
- Monitor return of student's information forms and ensure Arbor is updated
- Make up folders for filing cabinets
- Prepare transition documents and letters and send to primary schools
- Collate transition documents and file
- Liaise with staff with regard to transition days

## **Admissions**

- Maintain accurate student data on the school's MIS (Arbor)
- Support in the processing of joiners and leavers
- Respond to admission enquiries and applications
- Monitor admission capacity for all year groups
- Liaise with other schools and OCC, in relation to appropriate information sharing.

## **Miscellaneous**

- Undertake word-processing, IT based and other tasks as required and appropriate to the post
- Manage academic reference requests and liaise with pastoral and exams team as required
- Use Arbor to send school communications to parents
- Monitor InTouch failed messages
- Investigate incorrect email addresses and correct on Arbor
- Cover exams invigilation in emergencies

## **General Responsibilities**

- Be aware of, and comply with all school policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and training as required

This job description sets out the core duties of the post and is not an exhaustive list of the tasks expected to be undertaken by the postholder. Core duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

## **Person Specification**

### **Essential**

- Experience of general clerical/administrative work
- Experience of dealing with public
- Good numeracy/literacy skills
- Keyboard/computer skills (Word, Excel)
- Good interpersonal skills and attitude
- Able to deal with confidential information appropriately
- Participate in development and training opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team and on own initiative, understanding school roles and responsibilities and your own position within these
- Ability to work on own initiative and show flexibility when faced with changing priorities

### **Desirable**

- Experience of working within a school or the wider education sector
- Knowledge and experience of School MIS
- First Aid (Training will be provided)

June 2024