



City of Norwich School
An Ormiston Academy | Excellence in all

Data & Attendance Administrator

Grade 2

22.5 hours per week, 8.00am - 12.30pm each day

Term time plus one week

JOB DESCRIPTION and PERSON SPECIFICATION

RESPONSIBLE TO: Data Manager

LIAISON WITH: Data & Attendance Team

JOB PURPOSE: To assist the Data & Attendance Team with student administration support in relation to all aspects of attendance & school data.

KEY RESPONSIBILITIES:

- To communicate with parents around daily attendance, including processing of phone calls, voicemails, e-mails & texts.
- To ensure that statutory data processes around maintaining accurate registers is adhered to, including adding notes that mirror communications had with parents/staff onto school platforms.
- To check registers for absentees not communicated by parents & follow up with first day contact (e-mails & phone calls) to ascertain student whereabouts timely & efficiently, ensuring that accurate records are kept of all communications.
- To monitor lesson registers for any abnormalities & liaise with staff to resolve these, including physical checks on students in lessons.
- To identify patterns of absence & liaise with the Attendance Officer on next steps to resolve these.
- To follow up on incomplete / missing registers with staff on a lesson-by-lesson basis.
- To process paper registers provided by Cover Teachers.
- To undertake safeguarding checks on a lesson-by-lesson basis for identified groups of students & liaise with House Teams and teaching staff to ensure the whereabouts of these students is known & accurately recorded on registers.
- To assist the Behaviour Support Officer with Lates Processes when required.
- To be aware of school events (e.g. sport events, exams etc.), liaise with staff for these registers & record accordingly.
- To maintain and monitor Evolve registers & update the school registers to reflect these trips.
- To maintain Fire Registers.
- To support with the management & follow up of the Attendance & Data Inboxes.
- To provide support with other attendance or data tasks as directed by the Data Manager.

OTHER RESPONSIBILITIES:

- There may be occasions when it will be necessary to cover other administrative roles within the Academy, or work with the administrative team when there are peaks and pressing issues.
- Post holders may deal with sensitive material and should maintain confidentiality in all Academy related matters.
- To act as a first aider.
- To assist in supervising students' break duties where required.

GENERAL INFORMATION:

- All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

- Post holders must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.
- Post holders will be expected to participate in the Academy's arrangements for performance management and professional development as required.

CONTEXT:

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that you disclose whether you have any pending charges, convictions, bindovers or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

The applicant will be required to safeguard and promote the welfare of children and young people

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the time of appointment only and may be reviewed in negotiation with the employee in the future.

PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

You should be able to demonstrate that you meet the following criteria, measured by:

A: Application Form

B: Interview

C: References

CRITERIA	Requirement	Assessment
Qualifications		
5 GCSEs (A* to C) including English and Maths or equivalent NVQ Level 2	Essential	A
Hold, or be willing to undertake, Designated Safeguarding Lead training	Essential	A
NVQ Level 3 or equivalent	Desirable	A
Experience		
Experience of working in a support capacity with young people	Desirable	A
Understand and comply with procedures and legislation relating to confidentiality and Data Protection	Essential	A B
Experience of working with staff at all levels	Desirable	A
Skills		
Good numeracy, literacy and ICT skills	Essential	A C
Able to communicate effectively and relate well with staff and students	Essential	A B C
Able to work independently and without direct supervision	Desirable	A B C
Able to take direction from different people, and effectively prioritise and manage workload	Desirable	A C
Able to work constructively as part of a team, understanding roles and responsibilities, and one's own position within the team	Desirable	A B C
Able to implement the Academy's Safeguarding, Equal Opportunities and Behaviour Management policies	Essential	B
Able to maintain records	Essential	A B
Able to prioritise tasks, manage time effectively and meet deadlines	Essential	A B
Personal Characteristics		
Reflective and solution focused	Essential	B
Calm under pressure	Essential	B
Supportive, patient and non-judgmental	Essential	B
Desire to respond to the needs of CNS with flexibility, commitment and determination	Essential	C
Other Requirements		
Undertake the Academy's Induction Programme	Essential	B
Participate in development and training opportunities	Essential	B
Be able to carry out all duties to a high standard	Essential	A B