



Part A - Grade & Structure Information

Job Family Code	5CLES	Role Title	Admissions & Attendance Officer
Grade	P5	Reports to (role title)	Assistant Principal Attendance
JE Band	161-191	School	The Howard Partnership Trust
		Date Role Profile created	Jan 2025

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<p>Role Purpose including key outputs</p>	<p>ATTENDANCE</p> <p>To play a key role in the development of attendance as part of whole-school improvement. The main aim is to raise student achievement through actively promoting the importance of good attendance.</p> <p>Under the direction and supervision of the Assistant Principal in charge of Attendance with accountability for attendance:</p> <ul style="list-style-type: none"> ● Assist with overseeing the accurate inputting of data to ensure attendance coding on SIMS. ● Develop a systematic approach to monitoring Continual Absences and working with Year Managers to ensure Safeguarding protocols are enacted upon. ● Develop a systematic approach to follow up with students who are not in school and promoting good attendance to families. ● Develop a systematic approach to gathering and analysing attendance-related data to ensure consistency and accuracy. ● Submit attendance returns as required ● Liaise with the Attendance Lead (Assistant Principal), Year Teams, parents, students and Education Welfare Officer regarding attendance issues to ensure consistency. ● Liaise with Safeguarding Team to ensure that safeguarding protocols are adhered to, actions taken and escalated as required. ● Liaise with the Inclusion dept to ensure SEND students attendance has a targeted approach.
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- Liaise with other schools, the local authority and other agencies to develop good practice in promoting student attendance
- Work with the SLT lead to prepare documentation needed to refer cases to Surrey Inclusion services
- Work with WPA to support families and students to raise attendance of targeted groups.
- Arrange, organise and lead attendance panels and clinics in conjunction with Year Teams.
- Assist Attendance Lead as may reasonably be required on issues relating to student attendance
- Deal with student holiday requests and ensure authorisation is obtained from a member of the SLT in a timely and efficient manner
- Develop, implement and monitor systems relating to student attendance and re-integration e.g. registration and truancy and promote consistency in carrying out designated tasks
- Further develop positive and consistent communication and relationships between home and school via telephone, face to face and home visits where appropriate
- To be resourceful and proactive in developing and promoting excellent student attendance and recognition for students, and liaising with Year Leaders to ensure that strategies for celebrating success are implemented regularly.
- Ensure confidentiality, reliability and professionalism at all times.
- Liaising and meeting with students and parents/carers to support with improving attendance.

ADMISSIONS

Directly responsible to the Office Manager. Directly responsible for no other staff members.

To provide an efficient and accurate support service for Admissions.

Duties will include:

- To manage all admissions/leavers processes. This would include co-ordination of new intake and in year admissions, as well as leavers and destination data for all students.
- New intake – lead the admission process associated with Year 7 and Year 12 intake, managing admin support in both Year 7 and 6th form during the 6th Form application process and the intake of Year 7. Reviewing information to ensure admission forms are accurate. Investigate and challenge applications as needed.
- Supporting the annual open evening and school tours regarding admissions queries and information.
 - Accessing and managing applications via School Assessment Module. Ensuring that all claims are verified e.g. sibling claims.

	<ul style="list-style-type: none"> ○ Provide LM and Principal with current admissions data. Providing main point of contact for Surrey admissions team. ○ To update and manage admission information using online forms ensuring parents can access admission information and forms via the school website ○ To track and update changes to applications in Sims and school files. Recording and reporting on destination of withdrawn applications. ○ Working with 6th Form Team to monitor offer, assist with student data – ensuring all students have completed admissions forms. ○ Ensuring all student data is accurately imported/added to Sims. Cross referencing CSV files with data collection forms <ul style="list-style-type: none"> ● In Year admissions lead the admission process associated with year 7-11. Ensuring All 6th Form in Year admissions have completed an admissions process. <ul style="list-style-type: none"> ○ Ensure that information is accurately recorded in Sims and applications added to school files. ○ To respond to admission applications made to the school (Synergy-SAM/PAN London/direct applications). ○ To provide information on admissions process as required. ○ To disseminate information to appropriate year leader and monitor admissions meetings. ○ To ensure all school files are received and maintained in accordance with GDPR guidance. ● To manage MIS/SIMs. Ensuring all student data is up to date and secure. <ul style="list-style-type: none"> ○ To record leavers accurately and ensure destination data is recorded in Sims. To provide centres with CTFs as required. ○ Ensuring all student data is accurately stored in preparation for Census – including LRS data (ULN) ● To develop and run reports as required by Line manager ● To communicate effectively with Feeder schools and Surrey Admissions ● Any other tasks relevant to the role
THPT Work Context and Generic Responsibilities	<ul style="list-style-type: none"> ● Maintain confidentiality in and outside of the workplace ● Be pro-active in matters relating to health and safety and report accidents as required ● Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance
Line management responsibility	No

if applicable	
Budget responsibility if applicable	No
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Support delivery</p> <ul style="list-style-type: none"> • May provide specialised support /interventions for individuals or groups. This may include leading on a specific allocated intervention. • Monitoring and maintaining a programme of activities / interventions e.g. wider curriculum support, lunchtime resourcing & coordination • Use of specialised tools/equipment • May carry out personal care routines as appropriate. • May respond to pupils' pre-agreed routine caring tasks (including routine medical needs). • Provide support with whole class supervision, on a regular basis, for teachers' planned lessons (some roles). <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan and organise own work and work of other members of the team (where appropriate) to meet given priorities. • Contribute to broader activities by providing specialist support and effective resourcing, coordination and monitoring of those activities. • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements. <p>Work with others</p> <ul style="list-style-type: none"> • Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service. • Develop strong relationships with partners and stakeholders to deliver a timely and efficient service. • Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures. • May supervise the work of more junior staff, escalating performance issues appropriately. <p>Resources</p> <ul style="list-style-type: none"> • Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assist in the delivery of relevant assessments/ evaluations. • Ensure information and records are processed and stored to agreed procedures. • Ability to store data and carry out basic analysis.

	<p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.</p> <p>Contribute to and influence children’s learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Minimum 3 GCSEs at Grade C or above (Including English & Maths), or equivalent, or able to evidence ability at an equivalent level. • May be required to hold a certificate of competency in a defined area relevant to the role e.g. first aid at work, ADHD, behaviour management, advanced literacy, NNEB or other relevant qualifications at level 2 . • Competent in a range of IT tools. • May be required to hold practical knowledge or experience relevant to the role. • Ability to work with others to provide excellent customer service. • Good written and oral communication skills with the ability to build sound relationships with staff and customers. • Able to prioritise and plan own workload in the context of conflicting priorities. • Ability to guide and support less experienced or more junior colleagues. • Experience of working in a similar service environment. • Some roles may require work out of office hours in outdoor environments.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
<p>Role Summary</p>	<p>Roles at this level typically provide a practical support as part of team. They work within established processes and procedures, resolving problems or extending activities with the more difficult issues or behaviours referred to others. They support more senior staff by covering specific aspects of the teaching/learning programme and will be fully versed in the procedures of their specialism. They will usually be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales.</p>