



# PASSMORES COOPERATIVE LEARNING COMMUNITY

## Job Description

**Position: Administrator – Passmores Academy**

**Line Manager: Attendance & Family Liaison Officer**

**Performance Management Reviewer: Attendance & Family Liaison Officer**

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### **Duties:**

- Day to day maintenance and management of the School Management Information System (Arbor).
- Updating all internal attendance display boards.
- Supporting the Attendance Officer with the administration and distribution of attendance and other relevant information.
- Preparation and distribution of all statutory and legal parental communications.
- Key link person for parent/carer queries regarding absence and related communications.
- Responsible for producing the school statistics in relation to attendance.
- Analysis of late to school/late to lesson statistics.
- Supporting parental access to online school systems.
- Provide cover to other school teams where necessary.

## **Essential skills and qualities:**

The ability to make the complex appear simple.

Able to communicate effectively with a range of stakeholders.

Highly ICT literate with an excellent working knowledge of Excel and other databases.

Have a thirst for knowledge and learning to constantly improve personal performance.

The ability to analyse and present data accurately to a range of stakeholders.

Well organised with a good eye for detail.

Flexible and creative in managing tasks to meet deadlines.

- The ability to work independently, but also within a team answering directly to the Attendance Officer and the standards team within the school.
- First Aid trained or prepared to undertake training

## **Desirable skills:**

- Experience of either primary or secondary schools
- Good working knowledge of MIS systems.

## **Person Specification:**

- Vision and enthusiasm to identify potential areas for development and innovation.
- High level administrative and communication skills.
- Initiative and flexibility.
- Ability to remain calm, cheerful and in control of a variety of situations, particularly when under pressure.
- Efficient and pleasant manner when dealing with people.
- Good team-player.
- Ability to organise time and workload effectively, ensuring that all published deadlines for data information are met.
- Willingness to undertake further training.
- A sense of humour.

## **Whole School**

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

## **Well-Being and Mental Health**

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

## **Health and Safety**

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

## **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

## **Other specific duties**

1. To play an active part in the life of the school community

***The job description is current at the date shown, but in consultation with you, may be changed by the co-principals to reflect or anticipate changes in the job commensurate with the grade and the job title***

**Natalie Christie  
Principal  
June 2024**