

Cherry Tree Learning Centre T/A The Skylark Partnership Trust

Job description for Attendance, Exams Officer

Team: Cherry Tree Learning Centre (CTLC)

Responsible to: Office Manager, Assistant
Headteacher, Headteacher, Chief Finance Officer

Supervisory responsibility: Invigilators

40 weeks per year
20 hours per week

Main purpose of the job:

- To contribute to the statutory duties for pupils with complex medical and mental health needs by carrying out specific administrative/general office and welfare duties as required, in order to provide an efficient and effective administration service for the academy
- To be responsible for administering the attendance module of the Arbor database in line with statutory requirements
- To be responsible for GCSE exam entries for pupils
- Supervision and training of invigilation staff
- To provide administration support to the Health and Safety Lead in the Academy
- To uphold and model the academy core values.

Duties and responsibilities:

- To work within the ethos, philosophy, objectives, guidelines, policies and protocols of the academy
- To contribute to the physical, social, emotional and intellectual wellbeing of designated pupils being supported by the academy in all settings
- To work independently and as part of a team under the direction of the Office Manager, Assistant Headteacher and Headteacher to support the administrative effectiveness of the Business team
- To support and administer compliance of health and safety under the direction of Health and Safety Lead
- To liaise and work collaboratively with Attendance Officers in other schools, pupils, parents, carers and professionals in the education and health services
- To carry out all duties in accordance with academy health and safety policies ensuring that reasonable care is taken of yourself and other persons at all times
- To be responsible for your own personal safety
- To follow all academy specific procedures for Safeguarding
- To seek the support and guidance of other relevant staff, including the Designated Safeguarding Lead when issues lie outside your knowledge base or experience
- To cover reception duties when the Receptionist is not available
- To assist the Office Manager with the maintenance of the Parago Asset Management system
- To provide general administration support

- To undertake the role of Exams Officer
- To take part in the academy internal supervision and performance management process and professional development opportunities
- To undertake from time to time other duties as directed by the Office Manager, Assistant Head, Headteacher or Chief Finance Officer

SPECIFIC

- To maintain/implement live pupil attendance systems using Arbor as daily/weekly/monthly
- To be responsible for the administration of and to ensure that the exam process runs smoothly and in accordance with the requirements of the Joint Council for Qualifications and Awarding Bodies
- To upload supporting documentation in relation to health and safety compliance, completion of the H&S compliance log and accident incident reporting. Liaison with H&S Lead and site staff
- To book all staff training once authorised by Senior Leadership
- To participate in new staff induction, informing staff of fire evacuation procedures
- To support the Office Manager in the management of the Asset Management system – Parago
- Assist with the administering of any medication in school
- To access the Business Team generic email account when the Receptionist is unavailable
- To pass on and deal with GDPR requests as and when required
- Use of Approval Max system to raise purchase orders
- Use of Google Drive
- Attendance requests for reviews etc
- Checking outreach register is completed for previous week and chase up
- Run attendance summaries weekly and email schools (ensure pupil list for each school is up to date) and keep records
- Lunchtime duty (One day a week)
- To undertake general admin duties e.g. scanning, printing, etc, as necessary
- To provide support for Office Manager, Assistant Headteacher, Headteacher and Chief Finance Officer as and when necessary
- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs
- Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the position which may change due to the needs of the academy

Signature of post holder _____

Date _____

Signature of Office Manager _____

Date _____