**Job Title: Academy Attendance Administrative Officer / Student Reception**

**Maternity Cover**

Start Date 16 September 2024

**Salary Range:** Admin 2 Grade 4- Point 11 – 14 (£25,979 to £27,803 **pro rata)**

37 hours per week, term-time plus 2 weeks (7.30 am – 3.30 pm daily Monday

to Thursday 7.30 am to 3.00 pm Friday)

**Responsible to:** Attendance Manager

# Purpose:

To provide administrative support to meet the needs of the academy; play an active role in the smooth running of the academy Attendance office / Student Reception.

**Core Duties:**

* Deal with general enquiries either by telephone or face to face and sign in/sign out students as required. Participate in the provision of refreshments for visitors and staff, as required.
* Assist with monitoring the academy’s email address/voicemail.
* Provide administrative support for the Attendance Team, including word processing, photocopying and IT based support tasks (will need knowledge of various ICT packages and the operation of office equipment etc.).
* Undertake first day contact with parents/carers. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school
* The first point of contact for sick pupils and liaise with parents/carers/staff. Provide basic first aid for pupils and staff, as and when required.
* Communication with parents and other stakeholders via telephone, text, and email etc.
* Maintain filing systems and registers etc.
* Running errands e.g. register checks, locating/escorting students, and delivering items to other areas of the academy etc.
* Liaise with other staff regarding achievement and behaviour of students.
* Analyse and monitor relevant data such as attendance, behaviour to identify trends and issues and to ensure a proactive response.
* Adhere to procedures and systems and undertake necessary administration in this regard.
* May provide supervision and support to members of staff.
* Work is in an office environment and will also involve home visits. Regular exposure to people related behaviour e.g. aggression from parents.
* Requires normal physical effort with a mixture of sitting, walking and carrying minor loads.
* Take an active role in administrative duties in preparation, and during, academy events. Eg parents evenings
* Assist in maintaining a tidy, welcoming, and safe academy environment, including daily preparation of the Student Reception Area etc.

**Other Duties:**

To assist the Principal in ensuring that the academy runs smoothly. This includes:

* Actively promoting the academy’s high expectations and equal opportunities policy.
* Maintaining sound procedures for security, supervision, and maintenance of the academy environment, ensuring that all safeguarding/Health and Safety regulations are met.
* Modelling the highest standards of professional conduct, supporting and driving excellence in all practice within the academy; ensuring that Cliff Park Ormiston Academy and the Ormiston Academies Trust is always presented positively within and beyond the academy.

**Notes:**

* All staff are part of a wider academy team. Each individual, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and students and being flexible in a demanding environment. On occasions the post holder may be expected to carry out additional tasks, as requested by the Principal and Governors, which are not specifically specified in this job description.
* All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
* This is a new job profile for a new post. It will be for a probationary period of six months initially and is subject to review with the post holder from time to time.
* 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 post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

Signature: ……………………………………………………………….

Print Name: …………………………………….. Date:…………………

**Academy Administrative Officer**

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|  | **Essential (E)/Desirable (D)** | **Assessed By** |
| **Qualifications/CPD:** | | |
| English and Maths to GCSE level | E | Application & Interview |
| Specific secretarial/admin qualifications | D | Application & Interview |
| Commitment to undertake training / professional development relevant to the post | E | Application & Interview |
| **Professional Experience & Knowledge/Skills:** | | |
| Worked in an admin environment | D | Application & Interview |
| High level of written and oral communication skills | E | Application & Interview |
| To promote a positive working environment | E | Application & Interview |
| To be able to prioritise workloads, have excellent organisational, personal time management and planning skills | E | Application & Interview |
| To be able to work accurately under pressure and meet deadlines | E | Application & Interview |
| Be able to use own initiative | E | Application & Interview |
| Effectiveness as a member of a team | E | Application & Interview |
| Be able to establish and maintain good professional relationships with all stakeholders, including pupils, parents and colleagues etc. | E | Application & Interview |
| Adopt a flexible approach to working | E | Application & Interview |
| Be confident in the use of Excel, Word, email and database programmes etc. | E | Application & Interview |
| Knowledge/willingness to learn statutory requirements concerning safeguarding, Equal Opportunities, Health and Safety etc. | E | Application & Interview |
| **Personal Qualities and Attributes:** | | |
| High expectations of self, students and academy | E | Application & Interview |
| Commitment to contribute to the wider life of the academy | E | Application & Interview |
| Ability to be a role model, particularly with regard to dress, conduct, punctuality and attendance etc. | E | Application & Interview |
| Honesty, integrity and loyalty | E | Application & Interview |
| Approachable and empathetic | E | Application & Interview |
| Organised and resourceful | E | Application & Interview |
| Stamina, capacity for hard work; enjoyment of challenge | E | Application & Interview |
| Commitment to safeguarding and promoting the welfare of children and young people | E | Application & Interview |
| A good sense of humour/sense of perspective | E | Application & Interview |

**APPOINTMENT PROCEDURE:**

**Interview date:** To be confirmed following the short-listing process.

**Selection procedure:** The selection procedure will include:

* Application Form – **please note that CVs will not be considered**
* The candidate completing an in-tray task
* A formal interview

You should be aware that in addition to assessing your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people including:

* Motivation to work with young people
* Ability to form and maintain appropriate relationships and personal boundaries with young people
* Emotional resilience
* Attitudes to the use of authority and maintaining discipline

**References:** Two satisfactory references (at least one professional) will be required before the successful candidate can take up the post. Please ensure that you provide a full postal address for all referees including, wherever possible, an e-mail address and telephone number. Open references and testimonials are not acceptable. If shortlisted, references will be called ASAP in order that any relevant issues can be taken up at the interview.

Candidates will not receive any further communication unless they are shortlisted.

Please note that Cliff Park Ormiston Academy is a no smoking school.