

Job Description – General Administrative Support – Attendance, Data & Exams



Job Title:	General Administrative Support – Attendance, Data & Exams	Reports to:	Data Manager
Band:	Band D		

Main Job Purpose:

To assist in the efficient administration and maintenance of the schools MIS system and attendance, alongside supporting examinations.

Main Duties:

Attendance

- Assist the Attendance Officer with the following:-
- Daily checks of absence notifications, written or oral and log accordingly within the appropriate school system with all necessary data completed.
- Checking telephone voicemails throughout the day.
- Production of attendance slips for pupils that have not responded to truancy call
- Assist with the follow up any nonattendance with parent Truancy call, where applicable
- Entering lates and additional nonattendance throughout the day into the appropriate system including any additional information received re reason for absences outstanding
- Check for nonattendance due to trips, exams, dual reg, educated offsite and update as appropriate
- Check for appointment cards and update system and notify teaching staff as required
- Sending texts or calls to first day absences and all subsequent absences
- Other attendance administration such as Leave of Absence Letters, Education Penalty Notices
- Assist with the generation of various reports and statistics as required
- Ensure that paper registers are available in Tutor bags when needed

Data and Examinations

- To assist in the production and maintenance of SIMS data to produce value added information and targets for individual, groups and whole school use
- To assist with the maintenance of the school's assessment and reporting systems to include the production of pupil reports
- To assist with the collect and processing of data in Assessment Manager including exam entries and results
- To assist in the production of spreadsheets in Assessment Manager for the review of HoY targets as required
- Assist with reviewing mark sheets and data checking for applicable years as instructed
- To assist with downloading & uploading applicable data from/to DofE datachecking into SIMS & SISRA and vice versa
- Assist with administration related to exams including entries, seating plans and general duties regarding the exam set-up.

Reception

- To undertake Reception cover duties on a daily basis

- Whilst on reception to ensure that calls are answered efficiently with calls directed or messages taken and relayed in a timely manner
- Visitors to be greeted, signed in and provided with a visitor's badge, as per procedure

General

- To provide general administration support to including filing, faxing, word processing and routine correspondence such as Scopay Letters and parents evening
- To assist with calls coming into the school office taking messages and transferring as required
- To minute weekly briefing meetings or any other meetings as requested
- To be a trained first aider, assisting with pupil first aid, welfare duties and liaising with parents and staff.
- To ensure First aid procedures are followed at all times such as completion of the accident book and use of medical supplies
- To assist with cover within the school office team as required due to sickness or holidays
- Attend and participate in meetings as scheduled
- Keep up to date with Legislation and developments applicable to this role
- Any other ad hoc duties as requested by your Line Manager or SLT, on a temporary or permanent basis
- Adhere to all school policies and procedures as instructed such as H&S, GDPR, HR policies.
- To comply with all applicable Financial Regulations & Responsibilities
- To take responsibility for keeping up to date with all school policies and procedures including safeguarding with regard to the protection of children and young people.
- To demonstrate at all times, a commitment to the protection and safeguarding of children and young people
- Execute the responsibilities of a school employee acting in a lawful and ethical manner in accordance with your contract of employment, legislation, school policies & ethos
- Work with Line Manager to manage own professional development, including performance appraisal and identifying and meeting training needs in order to ensure competence and compliance
- Carry out all training provided to deadlines prescribed
- To take an active role in Safeguarding our community and working to support the school's Safeguarding systems

Line Management

- None
- To minute weekly briefing meetings or any other meetings as requested

Travel/Multi-location

- May required to attend other locations for the purposes of third party meetings, training or development

Signed _____

Dated _____

Print Name _____