



Tutshill C of E  
Primary School

# FOREST EDGE FEDERATION



Woolaston  
Primary School

## JOB DESCRIPTION

- POST:** School Administrator and Attendance Officer
- SCHOOL:** Tutshill C of E Primary School
- RESPONSIBLE TO:** Responsible and accountable to the School Business Manager and the Headteacher for all duties, responsibilities and tasks.

### JOB PURPOSE:

To provide effective administration support to ensure the smooth and efficient running of a busy school office.

### MAIN DUTIES & RESPONSIBILITIES:

1. To effectively and efficiently manage the administration of the school on a daily basis.
2. Provide confidential secretarial and administrative support.
3. Contribute to the planning, development and organisation of support service systems/procedures/policies.
4. To manage all communications with the school effectively and efficiently.
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
6. To ensure all visitor to the school are aware of the schools safeguarding procedures.
7. Establish constructive relationships and communicate with other agencies/professionals.
8. To contribute to the overall ethos/work/aims of the school.
9. Participate in training and other learning activities and performance development as required.
10. Undertake similar clerical duties commensurate with the level of the post as required by the Headteacher.

### ADMINISTRATION:

- Manage manual and computerised record/information systems within the school including SIMs, ParentPay, School Cloud system, pupil attendance.
- Be the main contact for all attendance issues and chase up reasons for absence on a daily basis.
- Maintain pupil consent forms, medical and family information and formulise communication with the teaching staff regarding medical and family information.
- Cost and organise school trips, educational workshops, music and swimming.
- Contact parents/carers when late payments/debt to be recovered.
- Undertake banking for School Fund Account and Gloucestershire County Council income.
- Manage School Fund including the organisation of the annual audit and report for the School Business Manager.
- Co-ordinate school clubs during and after school.
- Provide administrative and organisational support to all staff.

- Ensure effective communication with parents using eSchools, letters and the production of the newsletter in line with our communications strategy.
- Be a friendly and supportive point of contact for all parent/carers when they have contact with the school in person, email or telephone.
- Assist in maintaining Inventory/Asset Register.
- Assist in booking training for staff as required; maintain training record and record on SIMS.
- Book supply teachers as required.
- Maintain the school website to ensure accuracy of term dates, menu, newsletters, clubs and activities.
- Manage the ordering and payment of photographs, Cauliflower Cards, etc.
- Assist in maintaining the photocopier.
- Carry out any other reasonable duties within the capabilities of the postholder.

### **ATTENDANCE OFFICER**

This aspect of the administrator role is to monitor and analyse attendance, alongside the Headteacher, attendance on a day-to-day basis and identify trends, with the aim to improve pupil attendance. The key roles of this task are to:

- Take and convey messages from parents about absent children, seeking to improve communication between the Tutshill C of E Primary School and parents/carers
- Monitor pupil attendance, ensure checks are made on missing pupils, and ensure SIMS is updated so that attendance is properly recorded and accurate data can be retrieved
- Provide advice and guidance to staff, pupils, parents/carers and others
- Issue letters to families, and where necessary, notify Local Authority of intention to prosecute.
- Work within the schools Attendance Policy and set and hold meetings with parents/carers when necessary.

### **Attendance Administration**

- Collate, analyse and prepare data/information and produce reports/information/data on a daily, weekly, termly, annual and ad hoc basis
- Undertake administrative tasks as directed by the Headteacher
- Undertake typing, word-processing, photocopying, filing and associated administrative tasks
- Scan documents and shred those no longer required
- Request, collate, proof read and print reports/letters/documents as required
- Reply to parents' requests for information or queries in writing and by telephone
- Operate relevant equipment/ICT packages/information systems (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Attend training courses

Post Holder: ..... Date: .....

Headteacher: ... Date: .....