

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



# Attendance & Admissions Officer

Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Reporting to:	Assistant Headteacher
Key Contacts:	Leadership Team, Teachers, Support Staff, Students, Parents, External agencies
Location:	Based at Poltair School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust
Salary Grade:	Grade G, 37 hours per week, Term Time plus INSET

## Core Purpose:

- ❖ To ensure that Poltair School discharges its duties concerning attendance and the welfare of children under the Education Acts and 1989 Children's Act and outlined in the DfE guidance on school attendance and Cornwall Council guidance published on the council website and in Achieving High Attendance
- ❖ To improve attendance levels for all students with particular attention to vulnerable groups, for example those with SEND, disadvantaged students and children in care.
- ❖ To improve School attendance through the effective working with students, families, pastoral support team and other agencies, analysing data to guide interventions and evaluating their impact.
- ❖ To intervene across the year groups where specific barriers to attendance and learning exist to ensure that attendance stays high.
- ❖ To ensure that all students educated in alternative provision are attending.

## Principal Responsibilities:

### Attendance

- ❖ Monitoring of daily attendance
  - Ensure all students are accounted for
  - Raise concerns in regards to anomalies to Line Manager in weekly meetings
  - Ensure all registers are completed and coded appropriately throughout the day
  - Communication with parents/students to identify reasons for absence
- ❖ Maintain tracking of attendance across all year groups
  - Identify and highlight patterns and trends
  - Identify anomalies/unusual absences and alert Line Manager and relevant Head of Year
  - Use of weekly meetings with Heads of Year to ensure appropriate actions are taken
- ❖ Develop effective communication with Students, Parents, Staff and wider school community
  - Run weekly Heads of Year/Pastoral Manager meetings
  - Information in weekly bulletins
  - Parents Evenings
  - Weekly report sharing
  - Daily communication with parents
- ❖ Maintaining Attendance records for legal purposes
  - Maintain and update attendance tracker of letters sent and actions taken
  - Prepare paperwork for any Education Planning Meetings/Local Authority required actions
  - Ensure all actions and paperwork is copied and on student file

- ❖ Develop and maintain effective links with external agencies to offer support and challenge
  - Work closely with EWO to action below 90% attenders
  - Use of support services referrals when appropriate
- ❖ Engage students and families in appropriate interventions
  - Running internal 'attendance clinics' alongside Pastoral Managers and the Attendance Manager
  - Complete Home visits when appropriate
  - Mentoring individual young people where appropriate
  - Liaison with partner CELT schools for advice, guidance and effective, shared practice

### **Admissions**

- ❖ Be responsible for maintaining accurate student records, ensuring all new students joining the school and those leaving are recorded on the administration systems
- ❖ Manage enquiries from prospective parents
- ❖ Produce monthly migration reports for the Local Authority
- ❖ Manage the waiting list for each Year Group and liaise with the Leadership team regarding school places
- ❖ Manage the Admissions Appeal Process

### **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

### Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

### *SPECIAL CONDITIONS OF EMPLOYMENT*

*Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.*

*All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.*

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>❖ Attainment of GCSE Grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a Level 2 standard of education)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Further study and qualifications beyond GCSE</li> <li>❖ Relevant training</li> <li>❖ Constantly improve own self practice/ knowledge through self-evaluation and learning from others</li> </ul>	Application Form / Interview
Experience	<ul style="list-style-type: none"> <li>❖ A knowledge and understanding of the available range of support services/providers</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience of working with students of the relevant age in a learning environment</li> <li>❖ Experience of engaging with families and supporting parents</li> <li>❖ Have a working knowledge and understanding of a Secondary School environment</li> </ul>	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> <li>❖ Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</li> <li>❖ Demonstrates an awareness, understanding and commitment to equality and inclusion</li> <li>❖ Strong ICT skills and a working knowledge of Excel</li> <li>❖ Data analysis skills</li> <li>❖ Excellent listening and communication skills, with the ability to build relationships with students, staff and parents/carers</li> <li>❖ Ability to maintain accurate records and present information when required</li> <li>❖ Understanding of principles of child development and learning processes and in particular barriers to learning</li> </ul>	<ul style="list-style-type: none"> <li>❖ Effective time management skills, with the ability to prioritise workloads</li> <li>❖ Working knowledge of SIMS</li> <li>❖ An understanding of School Attendance Policy</li> </ul>	Application Form / Interview

Personal Qualities	<ul style="list-style-type: none"> <li>❖ Self-motivated and able to work constructively as part of a team.</li> <li>❖ Ability to relate well to young people and adults</li> <li>❖ Ability to work to deadlines and a methodical approach to work</li> <li>❖ Ability to work flexibly and respond to the ever-changing school environment</li> </ul>	<ul style="list-style-type: none"> <li>❖ Able to work without close supervision</li> </ul>	Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> <li>❖ <b>Collaborate</b> – ability to work effectively as a team</li> <li>❖ <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li>❖ <b>Leadership</b> – To lead by example and achieve shared goals</li> <li>❖ <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form / Interview



## CORNWALL EDUCATION LEARNING TRUST