

## **JOB PROFILE**

<b>LEA</b>	West Sussex
<b>SCHOOL</b>	North Heath Community Primary School
<b>ROLE TITLE</b>	Admissions and Attendance Administrator
<b>GRADE</b>	West Sussex Grade 4

### **JOB PURPOSE**

To oversee pupils' attendance and report to the headteacher on a regular basis regarding this.  
To be a welcoming and supportive presence for parents/carers and other visitors  
To manage admissions to the school including consistent liaison with the headteacher.  
To manage all pupil data on the school's MIS (BromCom).  
To manage incoming emails to the school office.  
To carry out other administrative and organisational services under the management and guidance of senior staff.

### **RESPONSIBLE TO:**

Headteacher and Office Manager/Bursar

### **RESPONSIBILITIES and DUTIES**

#### **1. Attendance**

- Monitor, analyse and evaluate data and information and run reports
- Liaise with parents/carers regarding any school absence
- Develop relationships with parents/carers in the interests of support and high attendance
- Undertake word processing tasks in order to communicate with parents re. attendance
- Maintain awareness of legislation and expectations regarding pupil attendance and absence
- Report to governing body at least 3x annually regarding attendance
- Adhere to the policies and codes of practise as required by the Governing Body, LEA & DFE

#### **2. Admissions**

- Undertake word-processing and IT based tasks including operation of relevant software linked to pupil admission eg SAM
- Liaise with Headteacher and other staff re admissions
- Organise parents visits/meetings, tours and relevant paperwork
- Process forms, returns etc including those to outside agencies

#### **3. Administrative Duties**

- Respond to reception and visitor enquiries
- Manage all pupil data on the school's MIS (BromCom)
- Manage Pupil Premium (including support of parents in their applications)
- Provide administrative and organisational services to the school as required
- Use email and ParentMail to liaise with parents and carers
- Use email and ParentMail to liaise with Friends of North Heath and parents/carers

- Use email, ParentMail and internal systems to liaise with staff members
- Undertake word-processing and IT based tasks including operation of relevant software
- Organise meetings and, where appropriate, take notes
- Liaise with DPO and manage pupil consent forms
- Support with the smooth running of internal events such as school photographs, medical visits etc
- First Aid at Work (training can be provided) and assist with pupil and adult first aid
- Maintain driving/car documents
- Carry out other administrative and organisational tasks as delegated by headteacher or office manager/bursar
- Contribute to the planning and development of administrative procedures and systems
- Maintain staff handbook
- Liaise with Clerk re school policies
- Oversee annual update of school's Emergency Plan
- Maintain site security through opening and locking school gates