

Ashton West End Primary Academy

Job description: Attendance & Administrative Officer Grade: E Working pattern: 32.50 hours per week term time only	
Responsible to	Principal and Business Manager
Core Purpose	As part of the academy's Administrative Hub, the Attendance & Administrative Officer will have responsibility for maintaining and further developing systems which promote excellent attendance and reduce levels of absence and to provide effective administrative support to ensure the efficient running of the Academy.
Key responsibilities	<ul style="list-style-type: none"> • To ensure the accurate completion of the school register using SIMS to ensure the safeguarding of all students; escalating issues to the Principal and designated Safeguarding Leads within the academy as appropriate. • To ensure that school safeguarding and legal obligations are met with due regard to first day contact procedures, children missing from education and removal from school roll. • To produce and interpret statistical attendance data relating to individuals and groups of students and provide appropriate reports to the Principal and Senior Leadership Team as required. • To prepare penalty notices and prosecution paperwork as and when appropriate for submission to the LA via their online portal. • To be the main point of contact for all attendance issues in school. • To administer all admissions into the academy
Administration	<ul style="list-style-type: none"> • To maintain and update the academy's pupil database and records • To manage and support the Administration & Secretarial Assistant in discharging their duties to all stakeholders • To assist with the census returns throughout the year. • To ensure sufficient resources are available and supplies are maintained • To be responsible for the administration of Free School Meals (FSM) within the academy, ensuring that the database reflects current entitlement.
Wider responsibilities	<ul style="list-style-type: none"> • To undertake all training and development deemed appropriate for the post. • To participate in performance management and personal development. • To undertake additional duties from time to time that may arise in support of the academy to ensure continuous efficiency. • To provide administrative support to the Principal and other Senior Leaders/Managers in parental meetings. • To uphold the values and the ethos of the academy. • To provide a professional and welcoming approach to all visitors to the academy.

