Ashton West End Primary Academy

Role: Attendance & Aministrative Officer		
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 have responsibility for maintaining and further developing systems which promote excellent attendance and reduce levels of absence and to provide effective administrat support to ensure the efficient running of the Academy.	
Person Specifica	tion E: Essential D: Desirable	
Qualifications	 3 GCSE grades A*-C (or equivalent) including <u>both</u> English and maths 	Е
	 Qualification in Business Administration, Accounting or equivalent, level 3 or above 	E
Knowledge	 Knowledge of relevant statutory safeguarding and legislative frameworks. 	E
and	Experience of working in a school environment.	D
experience of:	• Experience of working with young people.	E
	Experience of using a relevant Management Information System, including SIMS. Understanding of and ability to interpret data relevant to pupils' attendance.	E
	 Understanding of and ability to interpret data relevant to pupils' attendance. Ability to communicate in a confident manner with all stakeholders. 	E
	 Ability to communicate in a confident manner with all stakeholders. Experience of parental engagement relevant to the role. 	E
	 Experience of parental engagement relevant to the role. Experience of conflict resolution involving pupils and families. 	D
	 Experience of dealing with a variety of agencies and colleagues within a work 	D
	setting.	E
Personal skills	A clear commitment to equal opportunities.	Е
and qualities	 A clear commitment to the safeguarding of children. 	Ε
	 Maintain confidentiality at all times 	E
	 Excellent administrative and organisational skills. 	E
	 Excellent communication and interpersonal skills. 	E
	 To be conscientious, hard-working and reliable. 	E
	 Ability to work effectively within a team and also individually using self-motivated 	E
	initiative.	1_
	Ability to work effectively within defined timescales.	E
	Ability to promote a positive ethos to young people.	E
	Ability to plan and organise own workloads and to work flexibly.	E
	Competent and confident in the use of ICT. Ability to maintain and produce accurate information and records.	E
	 Ability to maintain and produce accurate information and records. Ability to analyse and interpret attendance data. 	E
	 Ability to analyse and interpret attendance data. Ability to produce letters and reports that are clear, concise and appropriate to 	E
	the target audience.	-
	 A proven record of excellent attendance and punctuality. 	Ε
	 A willingness to undertake further professional development 	Ε
	 To have a positive outlook. 	E