

# Stratford upon Avon School

**Job Title:** School Administrator – Attendance Support Room

**Grade:** Band E Points 4-6 (details at Appendix 2)

**Hours:** 31.66 hours per week / 39 weeks per year (details at Appendix 2)

**Line Manager:** Admin and Planning Manager

## **Main Purpose of Job**

- a) To deliver high quality and responsive administration and data for the school's attendance department
- b) To support the smooth running of the school on a daily basis by dealing with student issues and escalating concerns to the appropriate staff
- c) To assist with the responsibility of medical matters involving students, ensuring the best possible outcomes for all students and keeping staff up to date with relevant information.
- d) To oversee the delivery of the second-hand uniform provision in school
- e) To support, where necessary, the Admin and Planning Manager with administrative duties as appropriate.

## **Key Areas and Activities**

### **Central Student Administration**

1. Answering on-call phone calls and contacting the duty manager
2. To assist with the management of the student locker system, including locker allocation, key distribution, and organising maintenance and repair via Facilities.
3. Manage the supplies of spare student uniform and the supply and sale of small student items such as planners, ties and school badges.
4. Supervision of students who come to the ASR using a Time-Out card
5. To assist with the creation of medical cards/lift passes/Time-Out cards
6. To manage requests relating to the purchasing of second-hand uniform and organise for payment and collection

### **Medical Supervision**

1. Administer first aid to students, contacting parents where necessary and logging on our central student records system
2. Administer first aid to members of staff and visitors
3. Manage the supervision of students taking their prescription medicines. Storing those medicines and keeping records as required
4. Management of first aid and welfare for the school including;
  - Maintain through the MIS accurate and up to date student medical details, creating a health directory and circulating the same to staff as necessary and updating notices in the staffroom
  - Update the health directory and ensure relevant staff briefed on students involved.
  - Display health notices around the school and medical room where relevant
  - Management and maintenance of the medical room and liaison with facilities team to ensure clean bedding and medical equipment

- Communicate medical information as necessary to all parents via the central office
- Issue an accident report form as per Health and Safety regulations

### **Daily Attendance Administration:**

1. Enter accurate attendance data into the MIS daily
2. Monitor and speak to students arriving late and enter onto the MIS and alert parents by phone and group call message to the concerns. To report persistent offenders to tutor and college leader.
3. When working in Attendance Support Room (ASR) attendance to be supported and challenged when dealing with
  - Medical appointments
  - Illness
  - Students arriving late
  - Students leaving early
4. To enter signing-in and out of students onto MIS
5. Informing parents/carers via telephone of their child's absence issues
6. Following p.m. roll call chase missing registers
7. Input paper registers
8. Ensure the afternoon absence call is issued accurately and in a timely manner
9. Print the daily fire register
10. To telephone home at any point in the day when a student's absence from lessons is noted

### **Attendance Data and Absence Monitoring:**

1. Ensure accurate records are kept of both students leaving school due to illness and those reporting to the medical room. Where patterns are evident the College Leader should be notified
2. Where necessary, to respond to requests for attendance data including:
  - Requests from SLT or College Leader(s)
  - For students transferring school
  - From WCC for safeguarding reasons
  - From SENCO for the production of EHCP's
3. Communicate all concerns with parents/carers, College Leader and Attendance Improvement Officer

### **General Administration:**

1. To support the main Admin Office and Reception with administrative duties as appropriate
2. To provide cover for the Admin Office and Reception when required
3. To work with the Exams Office entering attendance data of students sitting exams
4. Appropriate and regular archiving, according to guidelines, including using the electronic M-Store system.
5. Undertake a wide range of administrative tasks commensurate with the post including:
  - producing correspondence
  - use of Excel for compiling data
  - produce reports in various formats
  - data entry
  - ensure data is accurate for statistical returns

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

## **Health and Safety**

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

## **General**

### **Entitlement to:**

1. A clear management line and access to the immediate line manager.
2. An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
3. Time and opportunity for professional development, in an appropriate form.

### **Requirements**

1. The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure
2. Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
3. Willingness to undertake training /professional development in-house or externally.
4. Participation in the performance management system in force for all staff.

### **Notes**

1. Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility. This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the school, flexibility among staff is very important.
2. The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
3. The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

## **Appendix 1**

### **Support Staff Posts**

#### **Corporate**

1. Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
2. Contribute to the effective operation of support services
3. Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
4. As part of a team of support staff, provide assistance with the invigilation of examinations if required
5. As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

#### **Working with Pupils**

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

#### **Membership of Groups**

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

## **Appendix 2**

### **School Administrator - ASR**

#### **Terms and Conditions of Employment specific to the post**

##### **Working Hours**

The post is for 31.666 hours per week, 5 days per week, 38 weeks term time plus 5 staff learning days – 39 weeks per year. Typical core hours are based on 8.30 am – 3.30pm (with a 40-minute unpaid break), Monday to Friday.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

##### **Holidays**

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

##### **Other Benefits**

- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Contributory pension scheme

##### **Remuneration**

Starting salary for a full-time post at Band E is within the range £23,115 – £23,893 per annum, starting point depending on experience and qualifications.

Actual salary is calculated at £17,138 - £17,715 per annum based on hours and weeks worked as stated, subject to any continuous service.

*All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.  
This post is subject to an Enhanced Disclosure.*