

Newcastle City Council

Job Description

Directorate: Children's Services

Division: Schools

Post Title: **Administrative and Attendance Officer**

Evaluation: Points Grade: N5

Responsible to: Head Teacher

Responsible for: N/A

Full time – Permanent role



Job Purpose To provide comprehensive secretarial and administrative support to the school and to develop systems that will enable the school to improve on attendance figures.

Main Duties: The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Be the first point of contact for all attendance issues in school
2. Provide regular updates for staff e.g. Head teacher, Deputy Head teacher, phase leaders and teachers, on student attendance.
3. Produce and interpret statistical data relating to attendance patterns of groups within the school.
4. To accompany staff for home visits on individual pupils as required.
5. To organise a daily check on children at risk of truanting and investigate reasons for absence.
6. Ensure that school registration systems are developed and correctly administered and report on the quality of registers.
7. Liaise with Education Welfare and other support services to improve attendance rates.
8. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
9. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
10. Undertake the creation and maintenance of records, respond to enquiries – including written correspondence – and manage office systems, diaries and related administrative processes.
- 11 Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
- 12 Manage manual and computerised records and information systems in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, and various software. This may include setting up of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures.
- 13 Assist the SBM in the collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.

14 Liaise with staff, pupils and parents as appropriate to meet the requirements of the school including the provision of reception service and arranging events.

15. Promote and safeguard the welfare of children.

16 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.