

**Job Description: School Attendance/ Admissions Officer and SEND Administrator**

| Salary | Grade 6 NJC scale |
| --- | --- |
| Contract Type | Permanent, 35 hours per week, TTO |
| Reporting to | School Business Director |
| Working Location | Leo Kelly/ or any other MHS site |

The main contacts of the job are Headteacher, School staff, School Governors, Teachers, Officers within the City Council, Healthcare Professionals, Other External Agencies, Other Schools, Parents/Carers and Pupils.

**Main Purpose of the job**

* To provide a comprehensive and high quality support service to the hospital school to improve overall school attendance
* Responsible for the co-ordination of the school admissions process (Section 19 referrals) following the relevant schools policies and procedures
* To support the SENDCo and Whole School Designated Safeguarding Lead with administrative duties around EHCP reviews
* To work collaboratively with all staff and parents in order to support student well being and to promote the five outcomes of Every Child Matters

**Pupil Attendance**

* To promote and support high levels of attendance and punctuality to support children in achieving their full potential.
* To ensure all registers are completed, accurately coded with no missing marks or unexplained absences.
* To check and remind any necessary staff to complete registers.
* To ensure all unexplained absences are accounted for and followed up accordingly requesting an explanation where required.
* To communicate with parents and carers with regards to absence and requests for absence
* To collate information with regard to the attendance of children who may be experiencing attendance difficulties in order to inform school, Pupil Attendance Service and parents/carers.
* To produce and interpret information relating to attendance patterns.
* To provide updates for staff on children’s attendance.
* To monitor the attendance of vulnerable groups of students and liaise with the whole school DSL and site leads.
* To collate, maintain and update attendance data monthly
* To liaise with the school’s DSL and site lead to ensure attendance information is shared
* Assist SLT to make decisions on a case by case basis
* In liaison with the appropriate SLT member and key stakeholders support the effective organisation and participation in improving attendance in school.
* To co-ordinate, plan and carry out home visits, lone visits and joint visits with other appropriate services where required e.g. Police, Health, Social Care and Caseworker.
* To contribute to the reviewing of service provision by effective planning and development e.g. school/team plans, and implement any resulting changes in working practice, new services or changes in service delivery.
* To work as part of a team and contribute to the achievement of the team objectives and responsibilities.
* To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.

**Admissions**

* To be responsible for the co-ordination of the Section 19 referral process.
* To be the first point of contact for referrals and efficiently communicate with the DfE, Local Authority, Governing Body, External Agencies, Other Schools, Healthcare Professionals and Parents in order to bring together all relevant documentation to support applications.
* To organise the fortnightly panel hearing with various External Agencies, Healthcare Professionals, Headteachers, Governors, Other Schools and members of the Local Authority.
* To collate and distribute all relevant documentation for the panel meeting ensuring accuracy to detail
* To accurately take meeting minutes of the panel meetings and follow up any agreed actions
* To liaise with other local authorities that have bought into the hospital school home teaching provision and follow the other admission process
* To be responsible for admitting children into the school and data input as required

**SEND Administrator**

* Producing invitations to Annual Reviews and Multi-professionals, other meetings, CIC/LAC/EHCP Reviews
* Liaising with parents/carers and external agencies
* Providing support as appropriate which include SEND profiles and reports, monitoring and updating
* Inputting, retrieving, updating information using Arbor and Google drive
* Taking minutes of meetings including Safeguarding where appropriate
* Preparing referral paperwork
* Providing typing with accurately typed information
* Collating information as required by SENDCo, Site Lead and DSL
* Liaising with other schools and other relevant bodies to gather pupil information
* Collating Round Robin information and producing reports
* Carrying out all other administrative duties as instructed by the SENDCo/Site Lead and DSL
* Prioritising workload to ensure the completion of work to specific deadlines

**General**

* To participate in team meetings and staff meetings and to contribute to the development of School policies.
* To be aware of all School policies, with special regard to those relating to safeguarding, admissions, pupil attendance, equal opportunities, health and safety, staff code of conduct and behaviour and staff development policies; and to follow school procedures on all occasions.
* To perform other duties necessary in line with the overall administrative role and to ensure the smooth running of the School, including the provision of extra administrative support for the general office team as and when appropriate and as directed by the School Business Director.
* Given the nature of matters relating to our hospital school and to pupils, there is an overarching requirement at all times to maintain a professional attitude and to respect and not divulge sensitive and confidential information.

**Qualifications and experience:**

* Knowledge and experience of working with children, young people and families and dealing with barriers to education.
* Knowledge, experience and understanding of safeguarding procedures, child protection issues and law and regulations governing the employment of children.
* Knowledge and experience of statutory legislation, guidelines and policies on attendance.
* Ability to plan and prioritise own workload, and meet deadlines within fixed, sometimes conflicting, timescales.
* Willing to work towards presenting prosecution cases in court.
* Educated to at least GCSE grade C standard or equivalent in English and mathematics – a very high standard of written English with excellent knowledge of grammar is essential for this role.
* Proven experience of working in a busy office environment.
* Experience of organising meetings and accurate minute taking.
* Experience of managing and maintaining accurate records and filing systems.

**Knowledge and skills:**

* Ability to proficiently use office computer and information management software (e.g. Arbor/ SIMS).
* Excellent IT skills, including spreadsheets, databases, word processing, and internet/email.
* High level written, oral and listening communication skills for effective interaction with internal and external contacts including members of the public, elected members and staff at all levels.
* Ability to build and form good relationships with colleagues, parents, pupils and other professionals.
* Ability to work constructively as part of a team, understanding school roles and responsibilities.
* Excellent and meticulous organisational skills.
* Excellent verbal and written communication skills to meet the need of effective communication with parents, colleagues, pupils and other professionals.
* Excellent standard of numeracy and literacy skills.
* Ability to absorb and understand a wide range of information.
* Ability to manage and deal with confidential data / issues appropriately.

**Personal qualities:**

* High professional standards in approach to work, conduct and dress, established in a professional environment.
* Ability to show initiative and prioritise one’s own work and that of others even when under pressure.
* Able to follow direction and work in collaboration with the School Business Director and Business team.
* Able to work flexibly to support others and respond to unplanned situations.
* Desire to enhance and develop skills and knowledge through CPD.
* Ongoing commitment to inclusive education practices and equality of opportunity.
* Commitment to the highest standards of child protection and safeguarding.
* Recognition of the importance of personal responsibility for health and safety.
* Flexibility in approaches to work including service location arrangements and working outside core hours.
* Commitment to the school’s ethos, values, aims and its whole community.

**Where the post-holder is disabled, every effort will be made to fully supply all the necessary aids and adaptations or equipment to allow them to successfully carry out the full duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**