



# Hyde High School

## Job description: Attendance and Student Support Administrator

Grade: E

Working pattern: 36 hours per week, term time only.

Responsible to	Senior Attendance Officer
Core Role	<p>To provide an efficient and effective reception service for day to day student needs, ensuring that 'Student Services' provision is readily available to all students throughout the school day and provide friendly, helpful and timely support at all times.</p> <p>As part of the Attendance Team, the postholder will also play a key role in providing a professional, efficient and effective service to improve student attendance by tracking, monitoring and supporting students and their families where poor attendance is identified. They will carry out day to day operational aspects of student attendance and punctuality and provide administrative support to the Senior Attendance Officer and Pastoral Team.</p>

### Key duties

- Responsibility for ensuring that school safeguarding and legal obligations are met in relation to attendance with due regard to first day contact procedures and children missing in education.
- Responsibility for ensuring that attendance and absences are accurately recorded on relevant management information systems including SIMS and Go4Schools
- Responsibility for maintaining the SIMS student database ensuring details are accurate and up-to-date
- Support the safeguarding of students and staff by accurately recording relevant information on CPOMS.
- Build and maintain positive relationships with students to facilitate awareness of punctuality and attendance patterns.
- Work closely with parents/carers and relevant school staff as necessary in relation to attendance issues.
- Liaise with the Pastoral Team/Senior Attendance Officer to investigate attendance concerns.
- Support the Senior Attendance Officer in the administration of fixed penalty notices.
- Liaise with external agencies including social workers, educational welfare staff and alternative provision as required.
- Manage absence/holiday during term time and liaise with Tameside Education Welfare Department as appropriate.
- Support the administration of Key Stage 2 to 3 transition
- Administer in-year transfers.
- Contribute to the administration and operation of the Attendance Rewards Programme
- Responsible for fixed term exclusions ensuring that they are recorded accurately and relevant paperwork is completed and issued in a timely manner.
- Support the Senior Attendance Officer with the management of penalty notices.
- Be responsible for the efficient administration and relevant communication of daily detentions
- Support the Senior Attendance Officer with attendance improvement agreements during parental meetings.
- Accompany the Senior Attendance Officer and Pastoral Team on home visits as and when required.
- Provide attendance information to SLT and the Pastoral Team as required.
- Responsibility for managing, recording and secure storage of student medicines.
- Issue text messages using school software when appropriate.
- Responsibility for daily provision of student fire registers.

## Wider Responsibilities

Work collaboratively as a member of the Administrative and Pastoral Teams.

Support the safeguarding of students and staff.

Act as First Aider and a member of the First Aid team in school in accordance with the published rota.

Support the administration of school events including but not limited to: Parents' Evening; Open Evening, Transition Events, and Immunisations.

Invigilate examinations as and when required.

Ensure that all telephone and personal enquires are dealt with efficiently and effectively in a way which promotes a positive image of the school.

Support the Reset Manager regarding student lunches.

Cover main reception as and when necessary.

Undertake any other reasonable duties at the request of the Headteacher

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

All adults at Hyde High School are expected to:

- actively promote the school's positive and inclusive ethos and values;
- subscribe to the priorities within the School Improvement Plan;
- play a full part in the life of the school community;
- comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.