



Attendance & Administration Assistant

Dates:	To start as soon as possible
Salary:	Single Status Grade 4 point 9-10 (point 9 actual £18,692 point 10 actual £19,033)
Location:	Chailey School
Contract type:	Fixed Term Contract
Contract term:	One year
Working pattern:	37 hours per week. Term time only plus one week (40 weeks working) paid for 46 weeks per year

Purpose of the role

To support reception and the Data & Attendance Manager in ensuring the school delivers legal requirements and services efficiently and effectively.

You will need to work as part of a team with the school receptionist/administrator and Data & Attendance Manager to meet the needs of the school.

Key Tasks

Administration

1. Undertaking administrative duties including covering reception, providing telephone cover and message services, processing post, photocopying and scanning.
2. Undertaking reception duties as required to respond and admit visitors.
3. Liaising with internal and external colleagues, sharing information as directed.
4. Maintaining and updating information.
5. Maintaining paper and filing systems.
6. Arranging and supporting events and meetings (sending out invitations, booking rooms, MS Teams)

Attendance

7. Carrying out legal AM and PM registration sessions using SIMS when required, including taking messages and coding for absence.
8. Chasing up on reasons for absence, as required, including follow-up phone calls to parents and alerting staff to safeguarding concerns.
9. Working closely with the Data & Attendance Officer to support the day to day functions of the school.



10. Use of Edulink for targeted intervention on attendance.
11. Marketing the importance of attendance on noticeboard and through promotions and communication.
12. Collecting attendance data including trend analysis.
13. Contributing to the maintenance of specialist records and files as required.
14. Acting as an ambassador of the school dealing with external stakeholders in a timely and appropriate manner.
15. Follow up lesson attendance on a daily basis using lesson monitor

Medical Support and First Aid

16. Providing first aid to students, staff and visitors.
17. Ensuring all records for first aid are completed in a timely manor

General Duties

Covering and support other team members as required.

Any other clerical duties as required.

Carrying out all activities in line with Chailey school's policy for Health and Safety and Equal Opportunities.

Participating in professional development activities and appraisals activities as required.

Undertaking other reasonable duties as directed by Line Manager.

Additional Information

All support staff posts at Chailey school are subject to a one-year probationary period and to an enhanced criminal record check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent.

Chailey school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.