Job Description

POST:	Receptionist/Admin Officer with Attendance Responsibilities
RESPONSIBLE TO:	Principal, or the under the daily leadership and management and of the Operations Manager.
GRADE:	SCP 4-8 (£25,878 - £26,824 FTE) plus local government pension scheme
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; hub council; other Oasis Academies and Oasis Community Learning central staff.
LOCATION:	Oasis Academy Parkwood
WORKING PATTERN:	32.5 hours per week, term-time plus Training Days
JOB PURPOSE:	Responsible for ensuring that the day to day running of the admin office including answering calls, taking messages, recording lates, and other admin related tasks. Responsible for supporting the Academy's commitment to improve attendance through the effective maintenance and analysis and reporting of attendance data and active engagement with students, parents/carers, and the wider community. To understand the barriers of attendance with the aim of devising and implementing strategies agreed with the Academy leadership which serve to improve attendance.
DISCLOSURE LEVEL:	Enhanced DBS

THE ROLE

Receptionist/Admin with attendance duties to work closely with the Operations Manager and Attendance Lead to organise and coordinate reception and provide comprehensive high-quality support to promote efficient delivery of the purpose and mission of the academy. Attendance responsibilities is vital to ensuring the success and safety of students at the Academy. As well as maintaining accurate attendance records, the role ensures there is clear communication with staff, families and external agencies to challenge poor attendance and put in place appropriate measures to support children and families.

The role will also require adaptability, being part of the administrative team and supporting the smooth running of all academy activities.

Liaison with the following will be required:

- Administrative Team
- Pastoral Team
- Safeguarding Lead
- Academy Leadership Team

The main responsibilities will be to undertake all administrative tasks associated with the recording, management and monitoring of attendance, and to work with individuals to improve attendance.

KEY RESPONSIBILITIES

- Develop and drive localised attendance policy that is adhered to by all stakeholders and lead the ongoing monitoring of application of this policy and update where appropriate drawing upon national and local best practice
- Completion of legal documentation and lead all aspects of prosecution ensuring that stakeholders act in a timely manner
- Ensuring that registers are completed by staff and hold staff to account where poor practice is identified
- Attend weekly accountability and escalation meeting to ensure that the correct communication happens with parents.
- Ensure all tracking and monitoring systems are rigorous and effective.
- Administrating the academy's daily attendance records on Bromcom, inputting attendance codes accurately and efficiently alongside the DSLs.
- Managing academy attendance including maintenance of the registers, liaising with teachers and first day telephone calls.
- Working with teaching staff to ensure registers are submitted accurately and on time and working with the academy Attendance Lead to achieve 100% compliance.
- Producing, distributing, and administrating paper registers when required.
- Managing the attendance process elements for pupils leaving the academy, leave of absence requests, Children Missing Education, Elective Home Education, and alternative provision.
- Working with families to ensure negative patterns are removed, where possible this will include home visits.
- Liaising with the Local Authority Attendance Services.
- Producing and sending attendance letters when required. Ensuring that the process is systematic and rigorous in terms of implementation and follow up.
- Supporting Attendance Lead to produce weekly and termly reports including producing statistics.
- Producing paperwork and gathering evidence for Penalty Notices in line with the Local Authority Code of Conduct.
- Assisting in the preparation of documentation for cases of non-school attendance.
- Assisting in the preparation of attendance and punctuality reports when required.
- Working with the Inclusion Team to address any other issues that may be causing poor attendance.
- Contributing to and reviewing working practices to inform the Attendance Policy.

GENERAL:

- Assist with school meal registers as and when required to provide meal numbers to the kitchen.
- Update medical allergies and pupil lanyards and communicate this to all staff.
- Update medical plans, risk assessments for pupils and staff.
- Replenish medical supplies.
- Manage the administrative processes linked to trips/visits and extra-curricular activities.
- Undertake Bromcom administration and support with statistical returns, (school census).
- Maintain accurate records and files, contributing to the development of administrative systems and processes.
- To undertake duties to support the range of work undertaken by the Administration Team.
- To support the leadership team when dealing with fire alarms / lock down, contacting relevant agencies.
- To administer medication and manage first aid.
- To work to the best of ability, to be diligent, honest, and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits
- To effectively contribute to our organisational commitment to excellent education at the heart

of our communities.

- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.
- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values, and aims and to abide by agreed professional behaviors and attitudes.

SAFEGUARDING CHILDREN

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

OTHER:
To undertake other various responsibilities as directed by the line manager and Principal.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Signed:

Employee:		**Line Manager:**	
Print Name		**Print Name**	
Date		**Date**	

Person Specification – Admin Officer with Attendance Responsibilities

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications	• GCSE English and maths at A*-C or level 2 equivalent	
Experience, Skills and knowledge	• Excellent communication skills • Accurate fast word processing (60 words per minute minimum) • A good knowledge of Excel and Outlook • Good communication skills • Understanding of the practical application of Equal Opportunities in an Academy context	• Relevant experience of working in school or academy office environment • Knowledge and relevant experience of working on Bromcom • Knowledge and relevant experience of attendance procedures.
Personal Qualities	• Ability to work effectively with a range of people – staff, students, parents, outside agencies • Ability to prioritise work and deliver to tight deadlines • Ability to work independently and as part of a team • Ability to interpret and follow procedures • Ability to maintain confidentiality • Ability to reflect	

Personal Qualities	• Ability to form and maintain appropriate relationships and personal boundaries with children • Emotional resilience in working in a range of challenging situations • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos	