




**National Teaching School**  
designated by  
  
**National College for  
Teaching & Leadership**



# GREAT SANKEY HIGH SCHOOL

## ATTENDANCE ADMINISTRATION ASSISTANT

### JOB DESCRIPTION & PERSON SPECIFICATION





## **GREAT SANKEY HIGH SCHOOL**

### **JOB DESCRIPTION**

**Essential Purpose:** To support with the administration and organisation of all departments of GSHS.

**Core Purpose:**

We are looking to appoint an administration assistant to work as part of the Pastoral team.

The core purpose is to work alongside the Attendance Officer and Key staff in school to promote excellent attendance, reduce levels of absence and work with students and their families to promote high levels of attendance. To undertake administrative duties reception if required and to provide a comprehensive and efficient administrative service to SLT, Heads of Year and all departments of the school.

The successful candidate must be pleasant, helpful, committed, enthusiastic and trustworthy.

**Responsible To:** SLT / Attendance Manager

**To report to the Headteacher, Governors, SLT, Teaching staff, other Support Staff and students, as well as external contacts.**

**Key Purpose:**

#### **ATTENDANCE MONITORING**

- Assist the Attendance Officer in promoting high levels of attendance
- To assist the Attendance Officer in ensuring all registers are completed with no missing marks or unexplained absences
- To Check and remind any necessary staff to complete registers
- To follow school policy of attendance
- To work with the Attendance Officer to promote a positive attendance and punctuality culture
- To liaise with the Safeguarding Team
- Check accuracy and correct coding of registers
- To assist with record checks prior to the Census ensuring attendance is accurate and up to date
- To assist with the identification of students who receive support to improve their attendance
- To work with parents' and carers in improving their child's attendance
- To work as part of the office team and support office colleagues whilst contributing to the vision and ethos of the school, setting high personal standards in all areas of work
- To support general office requirements including filing, incoming and outgoing mail etc.
- To undertake typing / word processing tasks accurately and in a quick and efficient manner as required
- To carry out other general administration duties as instructed
- To assist and provide cover to other departments if required
- To work with the receptionist if necessary to ensure the smooth running of the school's reception

## COMMUNICATION SKILLS

- Form positive relationships with all school related personnel through a calm supportive approach.
- Make accurate judgement of situation and refer to other staff where appropriate.
- Recognise and respect confidentiality of information.
- Share expertise in office procedures

## GENERAL

- Be first Aid trained or be willing to undertake First Aid training
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work aims of the School
- Establish constructive relationships and communicate with other agencies / professionals
- Participate in training and other learning activities and performance development
- Undertake any other reasonable duty that the headteacher deems necessary to ensure the smooth running of the school
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures
- Ensure that students and staff have access to assessment and First Aid treatment and that procedures are followed in accordance with school guidelines

**Note:** This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

## **Person Specification / Selection Criteria for School Administrator**

**Note:** The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

**[A] Qualifications**

Qualification requirements	Essential	Desirable	Source
5 GCSE's A -C Including English & Maths	X		AF
NVQ level 2 in Administration, Business Studies or equivalent		X	AF

#### [B] Experience

	Essential	Desirable	Source
Experience of working in a school office environment		X	AF/I
Previous experience of working in a busy office environment		X	
Good Experience of using Microsoft Office including Word and Excel to produce documents and work to deadlines to produce accurate documents.	X		

#### [C] Knowledge/Understanding

	Essential	Desirable	Source
Knowledge of SIMS		X	AF/I
Good knowledge of Microsoft applications	X		AF/I
Knowledge of Data Protection requirements (GDPR) and understanding of confidentiality.	X		AF/I

#### [D] Personal Qualities and Skills

	Essential	Desirable	Source
Ability to build and maintain successful relationships with all parties (staff, students, parents and outside agencies) treating all consistently and appropriately.	X		AF/I
Ability to use basic communication skills to communicate appropriately and effectively with a variety of parties at a wide range of levels in a sensitive manner adapting to circumstances as required.	X		AF/I
Well organised and able to work to strict pre-set deadlines.	X		AF/I
Ability to work on own initiative follow detailed instructions.	X		AF/I
Excellent attention to detail.	X		AF/I
Willingness to undertake training as required.	X		AF/I

#### [E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	X		R
DBS Clearance post appointment	X		N/A

**[F]      Application Form and Supporting Statement**

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

*(Source: AF=Application (form+letter); I=Interview; R=Reference)*