



Newport Primary School
St Pauls Road
Middlesbrough
TS1 5NQ

JOB DESCRIPTION: School Administrator – Admissions & Attendance

PURPOSE OF THE JOB

- To provide administrative support and contribute to the effective operation of the school office. To support School Leaders managing admissions and attendance procedures in school.

DUTIES & RESPONSIBILITIES

Administration

- To provide a warm welcome for parents/carers, visitors and colleagues and deal with their requests in an efficient and professional manner
- Ensuring the school information management system is kept up to date and complete regular data integrity checks
- To produce letters and other correspondence as required to a high standard
- To support the administration of school software packages such as Parent Pay e.g. managing payments and debt management
- Manage the booking/payment of Breakfast clubs and After School Clubs
- To support the School Business Manager with aspects of school finance as directed, including the procurement and ordering process

Attendance & Admissions

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate
- Alongside Education Welfare Officer (EWO), support the process of issuing penalty notices to parents
- Interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern

- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
 - Implement children missing education (CME) procedures when appropriate
 - Coordinate meetings with pupils and parents/carers to implement interventions and track progress
 - Carry out home visits, where necessary, to address attendance concerns for individual pupils
 - Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
 - To liaise with the Local Authority admissions team regarding new admissions
 - To co-ordinate the admissions and leavers process for pupils
-
- Any other reasonable duties commensurate with the level of the post

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and procedures and ensure anti-discriminatory practice

SAFEGUARDING

To have due regard for safeguarding and promoting the welfare of children and young people and to follow all statutory and local safeguarding procedures and policies.