

ADMISSIONS AND ATTENDANCE OFFICER  
INFORMATION PACK FOR CANDIDATES

## Admissions and Attendance officer Job Description

<b>POST:</b>	Admissions and Attendance administration officer
<b>RESPONSIBLE TO:</b>	Operations Manager.
<b>SALARY:</b>	SCP 12 – 17 £26,421 - £28,770 Full Time Equivalent Per annum before Pro rata. Plus Local Government Pension Scheme
<b>LOCATION:</b>	Oasis Academy Hobmoor
<b>WORKING PATTERN:</b>	Term Time Only 35 hours per week (8:00am – 4:00pm Monday- Friday).
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>JOB PURPOSE:</b>	To work with pupils, parent/carers, academy staff and support work with outside agencies to ensure and promote high levels of attendance and punctuality across the academy and to maintain accurate manual and electronic records on behalf of the academy. To assist in the admission and transfer of children in and out of the academy and provide general administration support to academy staff.

### MAIN DUTIES AND RESPONSIBILITIES:

#### Admissions:

- To be responsible for the administrative admissions process for the academy, alongside the senior leadership team.
- Liaise with the admissions and appeals service for reception
- Maintain waiting lists for all year groups and issue offer letters for student places when applicable
- To administer CTF's both incoming and outgoing
- Ensuring that the student database is accurate and up to date

#### Attendance:

- Promote and support high levels of attendance, to support students in achieving to their full potential
- Promote a positive attendance and punctuality culture and be the first point of contact for attendance issues
- Ongoing monitoring of the attendance for the whole academy, including nursery
- Ensure registers are checked daily for absence and lateness and follow up any absences by telephone or other means
- To process and record children who arrive late, leave during the academy day and those who are collected late after the end of the academy day
- Process applications for any leave/special absence of children in liaison with the principal and to ensure full records are kept and filed appropriately
- To provide updates for staff on student attendance
- Liaise with teaching staff, senior leadership team, inclusion team and other relevant staff regarding students who are of concern and deciding on the relevant course of action
- Raise attendance issues with parents; meet with both students and parents in order to support them to improve attendance by updating the attendance tracker weekly
- In liaison with the principal and other relevant professionals, identify and follow through appropriate sanctions including fines and court action
- Make appropriate CME referrals in liaison with the DSL
- Organise and participate in home visits for unauthorised absences alongside pastoral team.
- Participate in the Pastoral team in initiatives such as the Waling bus and breakfast club.
- Analyse data and produce reports for the Principal and Academy Council

**Admin:**

- Ensuring that end of year procedures are performed for all areas
- Providing an efficient administration of the Schools Management Information System (SMIS), ensuring that it is accurate and up to date.
- To provide administrative support including word processing, filing, arranging photocopying and collating of resources
- To produce standard letters and documents
- To work flexibly and provide emergency cover for other support staff posts as required

**Safeguarding Children**

Oasis 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:**

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.

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## Admissions and Attendance officer Person Specification

### Our purpose

Our Academy exists 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. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our Academies. This is foundational to our belief that all people are created and loved by God and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of the Academy community. It is vital, therefore, that our staff own our Christ-centred ethos and the values, which flow from it.

For further information, please refer to the Education Charter which accompanies this job description.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to 'A' level (equivalent) or above</li> </ul>	<ul style="list-style-type: none"> <li>• Some formal administrative or secretarial training. ECDL or equivalent.</li> </ul>
<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in an office management, to include working in a small team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational environment, in particular a Primary setting.</li> </ul>
<b>Experience, Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Superior organisational skills</li> <li>• Proven ability to work under pressure/respond to deadlines</li> <li>• Ability to make sound judgements and prioritise multiple demands</li> <li>• Strong secretarial and administrative skills</li> <li>• Excellent inter-personal skills</li> <li>• Excellent written communication skills and experience of minuting formal/informal meetings, creating agendas etc.</li> <li>• Up-to-date knowledge of IT systems/office facilities</li> <li>• High attention to detail</li> <li>• Good standard of numeracy</li> <li>• Excellent, up-to-date, working knowledge of MS Office suite of applications</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of financial management systems.</li> <li>• A good working knowledge of Health and Safety issues.</li> <li>• Knowledge of a School Management Information System</li> <li>• Up to date working knowledge of Safeguarding policy and practice.</li> <li>• Experience of mentoring children</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Self-motivated, with a 'can-do' approach to problem solving</li> <li>• Able to demonstrate initiative and work unsupervised</li> <li>• Well-honed decision-making skills</li> <li>• Flexible, mature and balanced approach</li> <li>• Reliable, enthusiastic, committed</li> <li>• Able to demonstrate diplomacy, patience, credibility and lead by example.</li> <li>• Team player who is able to work collaboratively in a diverse team and share knowledge.</li> <li>• Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally</li> <li>• Ability to remain discrete when privy to confidential information</li> <li>• Willingness to own the Oasis Community Learning ethos</li> </ul>	