**Woodhouse Community Primary School**

**Administrative and Attendance Assistant**

**Purpose of Job:**

*The main purpose of the job is to be responsible for providing an administrative and clerical support service to facilitate the day to day running of the School Office. The post holder* will work alongside key school staff in school to reduce levels of absence and promote whole school attendance strategies and improve levels of attendance.

**Administration**

* To be responsible for being the first point of contact for the school, welcoming visitors and parents to the school, answering phone calls and dealing with all enquiries in an appropriate manner.
* To ensure pupils arriving late are recorded in registers.
* Contact parents of pupils who are absent and have not contacted the school to establish reason for absence.
* To collect dinner money for the whole school (Main School and Nursery), enter onto the SIMs dinner money programme and prepare income ready for banking.
* To collate all pupil registers and ensure that the kitchen staff are given accurate pupil numbers every day.
* To complete and maintain the Free School Meal register, forms and requisite documentation.
* To bank money as and when necessary.
* To record all monies received relating to the School Breakfast Club and After School Clubs.
* To monitor the payments made to the School Breakfast Club and After School Clubs and send letters to parents requesting payment as and when required.
* To be responsible for the collection of monies from pupils in relation to school visits and to facilitate the banking of this.
* To manage the ordering of uniform stock plus selling of this to parents.
* To deputise for the Office Manager in the case of absence.
* To provide support and cover for main reception
* To be responsible for providing general clerical support including photocopying, typing, word processing and the sorting, distribution and despatch of school mail, to all levels of teaching and administrative staff as required.

**Attendance**

* Working with the parent support advisor to track persistent absentees.
* Liaising with parents/carers to explore reasons for absence and contributing factors.
* Analysis of attendance, issuing letters to parents and referral to enforcement team.
* First day calling re absentees.
* Reporting of truancy or missing children to the PSA.
* Recording lateness of students, analysis of patterns of lateness and issuing letters to parents/carers and referral to the PSA.
* Reading and printing of registers/absence sheetand issue half termly attendance registers to parents/carers.
* Maintaining pupils personal files and attendance records.
* Signing in/out of students
* Collect medical evidence for absence.
* Produce statistical reports on attendance for Head Teacher.