**Seascape Primary School**

**Administrative and Attendance Assistant**

**Required for 29.10.18 or as soon as possible**

**32.5 hours (8.30-3.30) maternity cover Grade 3**

**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.

**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, enter onto the ParentPay 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 after school clubs.
* To be responsible for the collection of monies from pupils in relation to school visits and to facilitate the banking of this.
* 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**

* Liaising with parents/carers to explore reasons for absence and contributing factors.
* First day calling re absentees.
* Reporting of missing children to the PSA.
* Recording lateness of students and issuing letters to parents/carers
* Maintaining pupils personal files and attendance records.
* Signing in/out of students
* Collect medical evidence for absence.

This post is not open to job share.  
  
Durham County Council is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.  
  
Applicants with disabilities will be invited for interview if the essential job criteria are met.  
  
Application forms can be acquired from the school office in person or by emailing [a.scott100@durhamlearning.net](mailto:a.scott100@durhamlearning.net)

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Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the “disqualification by association” declaration form. Should you be successful in your application for this post, your appointment cannot be progressed without this declaration.  
  
**Closing date: Monday 15th October 2018 12 noon  
Interview date: Wednesday 17th October 2018**