

Edison Primary School



JOB DESCRIPTION

Attendance & Admissions Officer and Family Support Worker

At Edison, we are committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Please note this role has dual responsibilities: Attendance & Admissions Officer and Family Support Worker

Job details

Salary: Scale 4 7-10: Edison Pay Scale

Hours: 8:30am- 4:30pm, 5 days a week

Contract type: Full time and permanent

Contract Weeks: 39 weeks including 5 INSET days and 5 admin days

Reporting to: Headteacher

Attendance and Admissions Officer Responsibilities

Main purpose

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

To manage and administer the Trust's admissions processes efficiently in line with local authority and statutory requirements ensuring a positive and professional experience for prospective families.

Duties and responsibilities

Administration

- 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 in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems
- Keep up to date with DfE statutory guidance
- Add any other duties relevant to the role in your school
- Act as the main point of contact for all admissions enquiries (in-year, Reception, etc.)

- Provide clear and accurate information to prospective parents/carers about the admissions process
- Organise and support open days, school tours, and transition arrangements
- Process applications in accordance with school policies and local authority procedures
- Maintain accurate waiting lists and liaise with the local authority on pupil offers and appeals
- Ensure all documentation (proof of address, ID, etc.) is collected and verified appropriately

Monitoring and reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Maintain and update pupil records on the school's MIS (Arbor)
- Ensure accurate roll numbers and support the census and other statutory returns
- Liaise with class teachers, SENCO and SLT to ensure smooth integration of new pupils
- Coordinate transition information for pupils joining or leaving the school
- Ensure compliance with GDPR and confidentiality standards
- Track attendance of vulnerable groups of pupils and share information with school leaders and the Trust Board
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

Working with parents/carers

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils
- Add any other duties relevant to the role in your school

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Be a visible present on the school gates at the beginning and end of school day

General

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with School's Health and Safety Policy
- Contribute to the safety of children and young people and protect them from harm
- Cover the duties of the administrator responsible for medical and pupil welfare during their lunchbreak and staff absences
- Any other duties deemed reasonable and appropriate by the Headteacher

Family Support Worker

Main purpose

To work closely with parents and carers to help overcome pupils' barriers to learning, whether inside or outside the school. This will involve maintaining regular communication, putting interventions/strategies in place, and liaising with relevant staff and professionals to ensure parents and carers are consistently engaged in pupils' development and progress.

Duties and responsibilities

Working with parents and carers

- ☐ Act as the lead point of contact for the parents/carers or pupils receiving additional support
- ☐ Maintain regular communication with specific parents/carers and provide personalised support for families through issues as they arise
- ☐ Put interventions in place to encourage parents/carers' involvement in supporting pupils' development and progress
- ☐ Keep up to date on the latest services available in the local area so you can promote and signpost parents/carers to these via a range of communication channels (e.g social media, newsletters, in meetings etc)
- ☐ Carry out home visits, where required
- ☐ Implement and monitor progress of action plans, working with parents/carers to adjust support as necessary
- ☐ Provide personalised support for parents/carers to help manage transition for their child
- ☐ Support parents/carers through the application process for accessing local services and help them attend relevant meetings

Working with staff and other professionals

- ☐ Work with relevant staff to identify and encourage pupils and their parents/carers that would benefit from personalised support
- ☐ Develop action plans in consultation with relevant staff and professionals where and when necessary
- ☐ Liaise and build relationships with external agencies and professionals (including Early Help and Social Services), following up on actions where necessary
- ☐ Maintain regular communication with relevant staff to update them on progress of individual pupils
- ☐ Work with relevant agencies to refer for Early Help Assessments
- ☐ Assist with developing and reviewing the school's transition programme, contributing insights around the needs of parents/carers and pupils during this process

Record Keeping and Communication

- ☐ Maintain accurate record of interventions and relevant meetings
- ☐ Facilitate the transfer of relevant pupil information inside and outside the school
- ☐ Complete relevant paperwork required by external agencies

Safeguarding

- ☐ Work in line with statutory safeguarding guidance (e.g Keeping Children Safe in Education, Prevent etc) and our Child Protection and Health and Safety Policies
- ☐ Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- ☐ Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out.

The postholder may be required to do other duties appropriate to the level of the role.

Person specification

The postholder will

The postholder will:

- Work closely with parents and carers to help overcome pupils' barriers to learning
- Demonstrate a high level of communication skill, both written and verbal
- Be warm, welcoming and proactive in supporting all stakeholders
- Be flexible and have a proven track record of working positively within a team

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade C in English and mathematics• First Aid Training including Paediatric First Aid training (or be willing to complete)
Experience	<ul style="list-style-type: none">• Experience working in a school environment or other educational setting• Experience identifying interventions to raise attendance and punctuality of pupils• Experience working directly with pupils (of all abilities) and their parents• Experience working collaboratively with colleagues• Experience working with external agencies• Experience of keeping good written records
Skills and knowledge	<ul style="list-style-type: none">• Highly effective oral, written and listening skills• Have a good knowledge and keep abreast of statutory attendance policies and procedures• Knowledge of the possible interventions to raise attendance• Knowledge of the potential barriers to high attendance and learning that pupils may face• Ability to tailor interventions to individual pupils, using excellent attention to detail• Good IT and communication skills• Ability to create positive relationships with pupils, staff and all other stakeholders• Understand data protection, confidentiality and safeguarding
Personal qualities	<ul style="list-style-type: none">• Willingness to provide the best possible opportunities for all pupils• Deal with challenging situations effectively and professionally• Organised, positive, proactive, self-motivated, patient and calm• Good time management skills, able to work under pressure• Commitment to always upholding and promoting the ethos and values of the school and confidentiality• Ability to work under pressure and prioritise effectively• Ability to always maintain confidentiality• Committed to safeguarding, equality, diversity and inclusion

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
