



Job Description

POST:	Attendance & Admissions Officer
RESPONSIBLE TO:	Attendance Manager
RESPONSIBLE FOR:	-
SALARY:	OCL Scale 5 SCP 13-17 (plus Local Government Pension Scheme)
LOCATION:	Oasis Academy Mayfield
WORKING PATTERN:	37 hours per week, term time plus 1 week.
DISCLOSURE LEVEL:	Enhanced Criminal Records Disclosure with Barred List Check

JOB PURPOSE:

To be responsible for effectively administering the Academy's student admissions and leaver process in accordance with the Trust and statutory admission requirements set out in all documents from the Department for education (DFE) (including the School Admissions Code and School Admissions Appeals Code), and to contribute to the effective implementation of the Academy's Attendance strategy.

SPECIFIC RESPONSIBILITIES:

Attendance

- A. To follow the Academy's procedures for recording and marking students who are late to school, or who are absent for any reason; and ensure full compliance with the Department for Education (DfE) *Working together to improve school attendance, September 2022*.
- B. To keep records of attendance and to produce weekly reports for teaching staff/Academy Leadership Team as required.
- C. To retrieve telephone messages in accordance with the Academy's absence reporting procedure and mark students accordingly (i.e. medical appointment, sickness).
- D. To file absence notes and correspondence relating to absence.
- E. To liaise with staff to ensure that registers are kept accurate and up to date and comply with all attendance coding regulations at all times.
- F. To undertake calls home and home visits in accordance with the academy's attendance strategy and OCL policies for attendance, child protection and safeguarding.
- G. To assist with the collation and preparation of attendance reports and data for a variety of purposes as required and be able to extract and analyze data from OCL systems in readiness for reporting at meetings and for external scrutiny as needed.
- H. To attend, contribute to and support through the production of notes/records, attendance related meetings with internal and external stakeholders, working with the Attendance Manager.

- I. To assist with the production and distribution of legal intervention paperwork working with the Attendance Manager and Attendance Officer.

Admissions

- A. To support the Attendance Manager with all processes for the Academy's Admissions Arrangements and ensure full compliance with the requirements set out by the Department for Education(DfE), [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-admissions-code), by OCL and applied at a local academy level and at regional level.
- B. To ensure that the Academy's Admission Arrangements are appropriately published on the academy website, are fully checked and signed off prior to publication and are available on request to stakeholders.
- C. To be first point of contact for all enquiries on the Academy's Admissions Policy and procedures.
- D. Liaise with the Local Authority admissions team as required and provide good, timely and appropriate responses to develop effective relations and full compliance with admissions work.
- E. Under the guidance of the Principal and senior academy leaders, liaise with other schools and academies in the region in respect of admissions as required and appropriate, including attending the Fair Access Panel (FAP).
- F. Support parents/carers with the common application form (CAF) for standard year entry and all in-year admissions.
- G. Maintain robust student records both electronic and paper-based documents as necessary, with full GDPR compliance.
- H. Manage the pre-admissions work and ensure that all documentation and processes are robust.
- I. Support the Principal with admissions appeals through the collation and presentation of documentation and relevant data at Appeal Hearings/Panels and attend these for the Academy making certain that documentation is secure in readiness for such hearings.
- J. Maintain records of in-year admission opportunities/spaces and actively promote the Academy with the aim of securing in year admissions.
- K. Ensure that the Academy's in Year Application form is appropriately published and available on request, and meets OCL and statutory requirements.
- L. Support parents/carers with the completion of In Year Application forms.
- M. Receive and respond to in-year admission enquiries, including providing information, undertaking tours of the academy in consultation with senior leaders.
- N. Liaise with teaching and support staff to notify them of in-year admissions, plan and support the delivery of induction for new students.
- O. Prepare student files for transfer, both in-year and end of Year 11, and oversee the on/off roll process to ensure the Academy meets all statutory requirements.
- P. To work with and support the Principal with the marketing and promotion of the Academy for admissions purposes and develop positive engagement with stakeholders in raising the profile of the Academy.
- Q. Work with the Principal and senior leaders to review the Local Authority performance of its service level agreement (SLA) obligations to the Academy.

ORGANISATIONAL RESPONSIBILITIES

Safeguarding children and young people

Oasis Community Learning 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 an enhanced DBS check.

- **To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits**
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies.
- Review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in your Contract 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.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Person Specification

Admissions & Attendance Officer

Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis 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. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent.	<ul style="list-style-type: none">• Further or Higher Education, ideally in education, social care or care work.
Experience, Skills & Knowledge	<ul style="list-style-type: none">• A good working knowledge of the statutory Department for Education (DfE) School Admissions Code School admissions code - GOV.UK (www.gov.uk) and the School Admissions Appeal Code.• A secure knowledge and understanding of how the admissions processes work at academy level and with local authority work, including Fair Access Protocols.• Experience of producing high quality paperwork that withstands internal and external scrutiny for a range of audiences.• Ability to confidently lead meetings that are well-planned and provide good clarity in content, action and messaging for all present.• Ability to collate and use different data sets at pace for analysis and evaluation of student admissions	

	<p>and quality assurance processes internally and externally as needed.</p> <ul style="list-style-type: none"> • A good working knowledge of 'Working Together to Improve School Attendance (DfE Sept 2022 and (other DfE guidance and supporting documents) • Ability to work autonomously on a day to day basis, and know when to seek advice and support to mitigate risk. • Confidence in having challenging but supportive conversations with a range of stakeholders. • Ability to build strong relationships with families /carers for the purposes of supporting improved attendance • Ability to attend and represent the Academy at multi disciplinary/agency meetings related to student attendance. • A good understanding of medical, SEND, socio/economic and other recognized barriers to attendance and strategies for seeking to overcome these • Thorough understanding and experience of the application of attendance legal intervention • Excellent data administration skills, with the ability to collate, interrogate and report on data. • The ability to confidently converse at ease with parents/students and members of the public, and provide advice in accurate spoken English' 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Good organizational skills • Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies and stakeholders 	

	<ul style="list-style-type: none">• High level of discretion and confidentiality• Reliability, motivation, adaptability and resilience under pressure• Commitment to safeguarding and promoting the welfare of children and young people• Willingness to undergo appropriate checks, including enhanced DBS checks• Motivation to work with children and young people and their families• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.• Willingness to undertake appropriate First Aid training to contribute to the Academy's First Aid provision.	
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