

Job Description

POST:	Attendance & Admissions Coordinator
RESPONSIBLE TO:	Principal and Academy leadership team under the daily management and leadership of an Assistant Principal
KEY RELATIONSHIPS:	Attendance & Pastoral team, Academy Leadership Team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff
SALARY:	SCP 22 to 26
LOCATION:	Oasis Academy Wintringham
WORKING PATTERN:	37 hours per week, term time plus 10 days
DISCLOSURE:	Enhanced
JOB PURPOSE:	The post holder will report directly to the Assistant Principal for Attendance. Your main role is to take ownership of the attendance and admissions activity in the Academy and deliver required outcomes and targets. Work with pupils, parent/carers, academy staff and 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 line manage the Attendance Apprentice and Home School Liaison Officer

MAIN DUTIES AND RESPONSIBILITIES:

- To line manage and oversee the responsibilities and range of duties of the Attendance Apprentice and Home School Liaison Officer
- To be responsible for the administration of the admissions process for the academy, supporting the senior leadership team
- Liaise with the admissions and appeals service at the Local Authority
- Ensuring that the student database is accurate and up to date, including maintenance of waiting lists for all year groups and administering CTFs both incoming and outgoing
- To oversee the execution and documentation of registers, and attendance marks on BromCom
- To provide updates for staff on student 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 student population
- Providing an efficient administration of the Schools Management Information System (BromCom), ensuring that it is accurate and up to date in relation to Attendance.

GENERAL DUTIES AND RESPONSIBILITIES

- Support in the development and maintenance of the academy attendance action plan.
- Liaise with teaching staff, senior leadership, pastoral and inclusion teams 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 implement appropriate sanctions including fines and court actions, monitoring and producing documentation to support this legal process
- Make appropriate CME referrals in liaison with the DSL
- Organise and participate in home visits for unauthorised absences alongside pastoral team.
- Analyse data and produce reports for the Academy Leadership and OCL or any other external agencies as requested
- Provide timely reports in line with the Academy cycle process ensuring that end of year procedures are performed for all areas
- 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 an enhanced DBS check.

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.

Attendance and Admissions Coordinator Person Specification

Our Purpose

Oasis Academies 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 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. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

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

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Mathematics Grade C or above Self-motivated and committed to self-development 	<ul style="list-style-type: none"> A relevant degree A professional qualification relevant to the post such as social work, youth work or other related qualifications
Experience, Skills and knowledge	<ul style="list-style-type: none"> Three years related experience of work within a school attendance related service or school administration. Demonstrate knowledge of national attendance regulations for schools Working with children, young people, parents and families preferably within an educational context Have worked as part of a team, as well as on your own initiative 	<ul style="list-style-type: none"> Line Management experience Multi-Academy working experience Knowledge and experience of working closely with Local Authority

	<ul style="list-style-type: none"> • Willingness to undertake travel as and when required • Working with professionals from other agencies and in a multi- agency context • Using IT systems to compile reports as well as analysing statistical data for monitoring purposes • School systems and an understanding of the issues affecting truancy and non-school attendance • Demonstrate an understanding of issues linked to confidentiality • Demonstrate an understanding of issues that may affect a student's ability to attend school • Ability to communicate effectively both orally and in writing especially with school staff, EWS, social workers and other professionals • Ability to use IT Systems effectively to produce reports, record information and monitor outcomes for individuals and groups • Ability to persuade and negotiate as well as good interpersonal/ communication skills • Demonstrate an ability to cope with stressful/ conflict situations • Demonstrate a solution focused approach, collaborative working and enthusiasm to work with students, parents and carers in addition to school-based staff 	
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<p>Personal Qualities</p>	<ul style="list-style-type: none"> • 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 • 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. 	
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