

Attendance, Admissions and Cover Supervisor

Job Brief

Hours of work

37 hours per week, 205 working days per year (term time, plus 5 days (INSET) + 10 days during school holidays)

7.30am to 3.30pm Monday to Thursday

7.30am to 3pm Friday

The above times include a 30 minute unpaid lunch break

Purpose

This role is a combination of three key areas:

- Arranging cover for absent colleagues on a daily basis (both planned and unplanned)
- Provide comprehensive student admissions administration on an ongoing basis throughout the academic year
- To ensure that accurate and timely records are completed in respect of student attendance liaising with key staff when required

Responsibilities – Cover

Under the direction of the Senior Leadership Team (SLT), organise, administer and co-ordinate the daily provision of internal and external cover for absent teaching and non-teaching staff including the following:

- Monitor absence request forms and the school diary to plan cover in advance, wherever possible, to ensure sufficient cover is organised
- To check phone messages and emails throughout the day and organise cover where appropriate
- Where necessary organise cover from supply and recruitment agencies to engage appropriately qualified supply staff to cover absences and temporary vacancies
- To be responsible for emergency cover throughout the day including room changes if required
- Liaise with the SLT and/or Department Heads in respect of cover ensuring the curriculum needs are met
- Collate work for cover staff including materials and resources (if required). Ensure that cover staff have access to the necessary systems to be able to access registers/class lists/student photographs etc
- Provide necessary induction material to cover staff
- In conjunction with the Senior Office Manager/Operations Manager ensure that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks and maintaining records and DBS details of supply cover for inspection by external agencies

- Keep records on cover completed by Beacon Academy staff to ensure that cover duties are apportioned fairly
- Act as the main point of contact for any problems that may occur in relation to cover
- Monitor the effectiveness of supply staff as per school policies and procedures, informing the SLT of any concerns
- Be responsible for checking and authorising Supply Agency timesheets when required
- Raise Purchase Orders on PS Financials for any external cover booked and ensure that the Supply Agency are aware of the Purchase Order Numbers to assist with prompt payment

Responsibilities – Admissions

Under the direction of the Senior Leadership Team (SLT), provide a welcoming, highly professional, and efficient admissions service to support a successful integration into the school including the following:

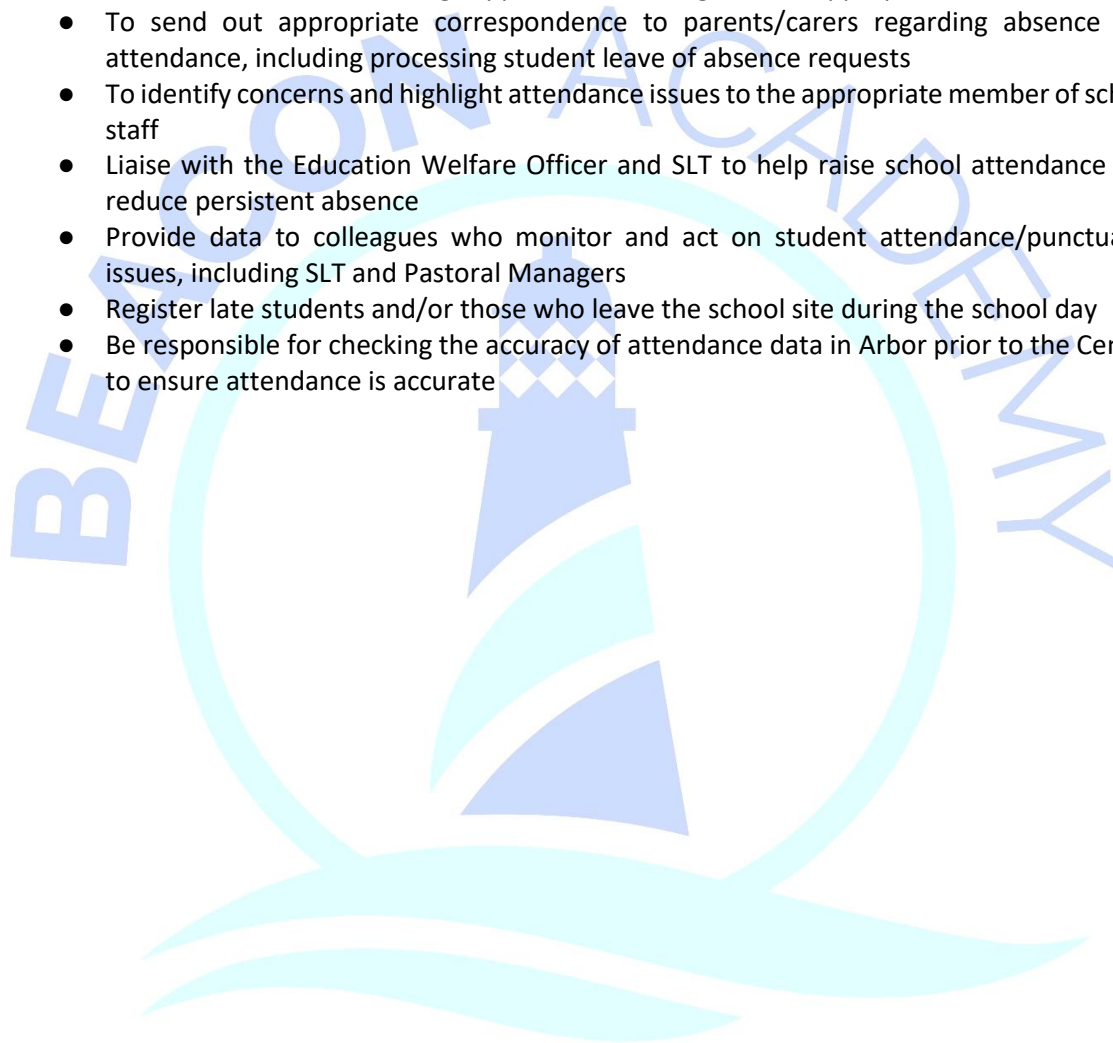
- Provide comprehensive student administration support to the SLT and Pastoral Leads for new Year 7 intake and in-year admissions
- Be the main point of contact for all admission enquiries ensuring a welcoming, informative, and prompt response providing key information about the school, answering questions and dealing with concerns
- To undertake a proactive approach when following up enquiries. Arranging tours and meeting students and parents as appropriate working with colleagues to ensure that all requirements are in place for new students
- Assist the SLT and Transition Lead in engaging with feeder schools
- Assist with coordinating, compiling, and checking the DFE School Census returns in respect of pupil data e.g., accurate registration status, start dates, leaving dates etc
- Undertake a proactive lead administration role for key student recruitment events e.g., Open Evenings. Support the SLT in the planning, preparation, production and distribution of publicity materials
- Actively maintain an understanding of Admissions legislation and keep up-to-date with changes in policies and procedures. Work alongside the Wellspring Academy Trust Governance Team to update the Admissions Policy on an annual basis to ensure it reflects current working practices
- Responsible for the school to school secure transfer of student data files and updating current student contact details

Responsibilities – Attendance

Responsible for the day to day registration systems and processes and to provide administrative and operational support to promote whole school attendance strategies. To improve attendance levels and reduce persistent absence in line with school targets and in collaboration with the Education Welfare Officer

- Ensure that all registers are completed and maintained with complete accuracy on a daily basis, and no missing marks or unexplained absences appear on the Arbor MIS system
- To check accuracy and correct coding on registers

- Ensure that all attendance data is entered onto the MIS including for visits and other on or off site activities
- Monitor and remind staff to complete registers in a timely manner, escalating to SLT/Regional Operations Manager any staff that are habitually late completing registers
- Communicate and advise staff of the policy and procedures necessary for the correct functioning of the attendance system
- Maintain the school's attendance Management Information System, together with the daily automated system to contact parents/carers regarding absent and/or late students
- Communicate with parents/carers regarding attendance and keep records of calls and reasons for absence, offering support and challenge where appropriate
- To send out appropriate correspondence to parents/carers regarding absence and attendance, including processing student leave of absence requests
- To identify concerns and highlight attendance issues to the appropriate member of school staff
- Liaise with the Education Welfare Officer and SLT to help raise school attendance and reduce persistent absence
- Provide data to colleagues who monitor and act on student attendance/punctuality issues, including SLT and Pastoral Managers
- Register late students and/or those who leave the school site during the school day
- Be responsible for checking the accuracy of attendance data in Arbor prior to the Census to ensure attendance is accurate



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