



Philpots Manor School

JOB DESCRIPTION & PERSON SPECIFICATION

Quality & Systems Administrator

Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:

To provide full administrative support to the Headteacher to support the achievement of the school improvement plans and quality cycle.

To provide occasional administrative support to the Senior Leadership Team and Teachers and other members of staff if required and as agreed with the Headteacher.

To assist other School administrators in provision of receptionist/ telephonist duties for the School, including meet and greet.

Take minutes at meetings upon request.

To provide cover for the other School administrators during term time and school holidays as required.

Line management responsibility to:

Headteacher

Main duties and responsibilities:

Student Database

In collaboration with the Headteacher and Senior Leadership team, research and develop a computerised database so that all students' information (attendance, behaviour, communications, pupil progress, achievements, SEND and personal information) is centrally held, appropriately accessible and compliant with GDPR.

Ensure that meaningful pupil progress information is collected and data is available to SLT each half-term to inform their quality improvement cycle.

School Reports

Send out reminders to staff (termly and annual reports) including a list of all children for whom they are required to complete a report and the completion date.

Ensure that SLT has quality checked the reports and the Headteacher has approved them before sending out.

Collate and distribute reports, ensuring that they are filed electronically and there is a central hard copy in a file.

Admissions Officer

- Maintain the admissions register
- First point of contact for local authorities, social workers and parents/carers
- Building and maintaining relationships with all of the above signposting and advising parents as appropriate
- Keeping in contact with SEN caseworkers to build a good relationship
- Recording all enquiries on a created database
- Taking enquires and gathering relevant information and paperwork
- Keeping all parties updated throughout the process by phone/email
- First person for reviewing/reading paperwork
- Attending weekly Admissions Meetings, updating class list and pipeline document and admissions summary document
- Organising visits, meet & greets, taster days and keeping everyone informed
- Arranging 'Parent Open Mornings' gathering any necessary information from parent/carers
- Admissions drive – adding new papers for review, creating a 'Front Sheet' for each potential student with relevant contact details/information
- Updating Parents/Carers on the outcome
- Able to provide unsuccessful candidates with alternative options when needed.
- Production, completion and updating of Admissions Calendar.
- Ensuring papers are available for teachers to read.
- Assisting Admissions Team when needed
- Once admission of a student is agreed, notify in writing both funding authority and parents of start date and send out up to date admission packs to all parties
- Ensure signed Contract is received before student commences
- Notate Starters and Leavers record
- Sorting of all unsuccessful referrals/enquiries, shredding or filing as required.

EHCP Annual Reviews Administrator

- Produce review list from previous year; ensuring all dates meet criteria regarding time scale and type of review.

- Produce and send out review invitation letters to those with parental responsibility, email invitations to relevant professionals and email notification of review dates to relevant staff.
- Send email reminders to Class Teachers, Wellbeing team and therapists advising the deadline for reports to be submitted/received in accordance with action dates.
- Prepare review document completing the first page and providing attendance data
- Schedule meeting with Headteacher and staff to review document before deadline. Inform line managers of persistently missed deadlines
- Sending letters/emails to all invited reminding them of the Review date
- Collate incoming documentation
- Distribute/File review documentation prior to review
- Send out reports in advance of the review
- Make sure all papers are in order for Chair of review before the review
- Attend reviews, take notes and record actions
- Send review document to Headteacher for completion and sign-off
- Send out review document following HT sign off, ensuring that all deadlines are met

Attendance Officer - Student Absences

- Maintain the attendance register
- Monitor and provide attendance data to SLT every half term
- Benchmark attendance data to identify areas of focus for improvement
- Provide regular attendance reports to school staff and report concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Work with education welfare officers to tackle persistent absence
- Advise the headteacher when to issue fixed-penalty notices
- Contact the parent/carer on the morning of the first day to ascertain the reason for any unexplained absence and share the information with the teacher and the SLT Attendance Lead.
- Log the contact and any actions on Behaviour Watch.
- If the Attendance Officer has any concerns or is unable to contact the parent/carer by 10.30 am they will talk to the DSL (they will decide what steps to take next) and consider whether the police need to be called – the Headteacher and the DSL will refer to the National Police Chiefs Council's (NPCC) guidance for schools on when to call the police
- Continue to try to make contact by all available means for the rest of the day and the next day.
- Send out one, three and ten day letters
- Send out forms to request planned absence and ensure that Headteacher has responded to any requests
- Organise 100% attendance tea for students with the Headteacher
- Generate certificates each half term for students with 100% attendance and for those with over 90%

	<p><u>Improving Student Behaviour</u></p> <ul style="list-style-type: none"> • Take, distribute and file notes from focus meetings, behaviour support meetings, suspension, exclusion and reintegration meetings • Advise class teacher of suspension and the requirement to send work home • Arrange reintegration meeting following suspension • Notify funding authority, social worker and parents in writing of suspensions and exclusions • Support DSL as required in notifications regarding missing children. This may include police, parents and local authorities. • Advise parents and social worker of physically restrictive interventions by letter. <p>Other Oversee the administration of the quality and improvement cycle including:</p> <p><i>School Calendar</i> Once term dates have been agreed, produce and distribute term dates list, ensuring that the website is updated.</p> <p><i>School Census and Inspections</i> Provide information for annual School Census, Ofsted inspections and CCRA audits</p> <p><i>Headteacher Diary</i> Access Headteacher's electronic diary and arrange appointments if necessary.</p> <p><i>Health & Safety</i> Ensure that for every student there is an up to date 'In case of emergency' document.</p>
Working hours	<p>Monday - Friday 8.30 - 4.30 during term time and 9.00 - 3.00 during holidays inclusive of 1 hour paid lunch.</p> <p>6 weeks paid annual leave plus bank holidays.</p> <p>Participate in 6 Inset Days a year and other training as necessary during school holidays.</p>

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	<ul style="list-style-type: none">· GCSEs (level 4 or above) or equivalent in maths and English as a minimum	<ul style="list-style-type: none">· Secretarial qualification· First Aid Qualification	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none">· Experience of working in an office· Experience of working in a very busy environment with changing priorities.	Receptionist/Telephonist experience	Contents of application form, interview, professional references

Skills	<ul style="list-style-type: none"> · Good working knowledge of Microsoft Word/Outlook/Excel · Good communication and organisational skills · Good telephone manner · Able to use own initiative · Ability to work with colleagues in a supportive way · Good standard of literacy · Able to multi-task · Able to cope with a busy environment with often changing priorities 	<ul style="list-style-type: none"> · Working knowledge of Microsoft Powerpoint 	<p>Contents of the Application Form,</p> <p>Interview,</p> <p>Professional references</p>
Knowledge	<ul style="list-style-type: none"> · Knowledge or understanding of health and safety in the workplace. 	<ul style="list-style-type: none"> · Working knowledge of a school or other educational environment 	N/A
Personal competencies and qualities	<ul style="list-style-type: none"> · Initiative · Eye for detail · Flexibility · Sense of humour · Calm disposition · Happy to work on their own · Comfortable with asking for help if needed · A caring and understanding attitude to young people and their problems · Ability to form and maintain appropriate relationships and personal boundaries with children and young people. · Emotional resilience · Full UK Driving Licence · Access to own transport 		<p>Contents of the Application Form,</p> <p>Interview,</p> <p>Professional references</p>