



Co-op Academy  
Manchester

## Job Description

# Job Title: Attendance and Admissions Officer

Salary / grade range	Grade 6 scp (20-25)
Location	Co-op Academy Manchester
Reports to	Attendance Manager
Liaising with	Key Stage Leaders, Subject Leaders, Teaching Staff, Students, Parents/Carers, Safeguarding Team, Senior Leaders
Working Time	35 hours per week. Term time only plus 10 days.
Salary/Grade	Grade 6 scp (20-25)
Disclosure Level	Enhanced

### Purpose of role

- The purpose of this role is twofold: To be the admissions officer for the academy, facilitating in-year admissions into and out of the academy; and to be an Attendance Officer, to support in improving school attendance by ensuring attendance systems and processes are running efficiently and directly working with students and families.
- To provide clerical assistance and support in relation to school attendance; including dealing with incoming messages, calls and emails and entering them on the Arbor system.
- To ensure all students are registered from the Regulation rooms or any other internal registers as appropriate.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities. Where required, working through the EBSA process and engaging other agencies to support and prepare a plan to engage students back into education.
- To make follow up telephone calls, contacting families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students. Challenging all absences in a firm but professional manner. To support the Attendance Manager in facilitating their return or access to regular full-time education provision.
- Home visits to be made on all students who we have a concern about.

- To establish and develop a professional service to support the academy in raising attendance' investigating persistent absences and improving punctuality.
- Preparation of chronologies for legal sanctions and statutory action.
- Updating CPOMS with all CP concerns that arise from our communications with parents and students.

## Key Accountabilities

### Attendance

- Ensuring all registers are completed at the allocated time; if registers are not taken then to chase up the member of staff involved to ensure the register is taken, this may include going to the classroom.
- Ensuring at the end of each day there are no missing marks and all registers are completed correctly.
- Where needed, input paper registers on the Arbor system
- Input registers from exams.
- Input registers from school trips.
- Chase up students who are missing from the register, liaising with the Heads of Year to ensure the student's location.
- To establish the reasons for non-attendance, contacting families in response to allocated referrals i.e. home visits and/or meetings in school.
- To follow School Policy of 'first day contact' within the school and where appropriate make follow up calls to challenge absence.
- Entering calls and information onto Arbor.
- To ensure unexplained absences are accounted for and N codes are cleared.
- To undertake and lead on home visits as designated by the Attendance Manager/Safeguarding Team. Speaking to families and students about attendance.
- To be fully aware of and carry out all work in line with Child Protection Procedures.
- To arrange attendance meetings/attendance panels for the attendance team. Lead on Attendance meetings when the Attendance Manager is unavailable.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection, special education needs in order to be able to offer informed advice to parents, school staff and other key stakeholders.
- To identify and issue penalty notice warning letters to parents where appropriate. Monitoring over a set period of time and complete paperwork where required to request statutory action where required.
- To issue warning letters in response to leave requests in term time.
- To complete and make the relevant checks for students who require a CME referral.
- To complete paperwork for EHE and ensure parents/carers are aware of legal responsibilities. Liaise with the safeguarding and EHE teams to ensure all EHE procedures are fulfilled in the required timescales.
- To chase up the attendance of students who are educated offsite and ensure Arbor and internal tracking systems accurately reflect their attendance.

- To explore new strategies to engage parents and students to improve attendance, through coordinating parent outreach and liaising with internal and external agencies.
- Prepare chronologies for statutory action and prosecution for submission to Manchester City Council's Attendance Team.

## Admissions

- To organise, administer and facilitate in-year admissions to the academy.
- To arrange and conduct Admission and Pre-Admission interviews with prospective in year admissions and the families, gathering vital information to ensure the student has a smooth transition into Co-op Academy Manchester.
- To arrange and oversee CAT4 / Reading and Pass assessments for new starters and share findings with appropriate teaching staff and SEN Team.
- To oversee student first day of arrival and allocate student buddies ensuring smooth transition
- Coordination of in-year admissions and associated paperwork
- To liaise with external agencies e.g. Early Help, Social Workers, directing to safeguarding when required
- Liaising with academy staff including Heads of Year, Senior Staff and curriculum leads as needed to facilitate in-year admissions. Liaise with Heads of Subject, curriculum in advance of admissions to identify classes/sets/Options
- Liaising with the EAL Team prior to admission to support the admissions process for international new arrivals.
- Liaising with Manchester City Council Admissions Team to process admissions and update the weekly waiting lists including IYFAP offered placements.
- Liaising with the Vice Principal following the, In Year Fair Access Protocol meeting, to confirm offered Placements
- Liaising with other schools as part of the admissions process in order to obtain student information to ensure smooth transition including liaising with the Academy Office Manager.
- To confirm admissions approval from the Principal and or Vice Principal.
- Provide the Regional Director with accurate admissions and waiting list data and advice on potential school leavers.
- To support the process of Deletion from Roll in line with Local Authority guidance.
- To support Elective Home Education paperwork and liaise with the Attendance Team to ensure the process is in accordance with Manchester City Council guidelines.
- To represent the school at admissions appeals hearings as directed
- To support in-year admissions for academy students who are directed to alternative provision

## Health & Safety Responsibilities

All employees have the responsibility:

- I. To comply with safety rules and procedure laid down in their area of activity

- II. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- III. To use protective clothing or equipment as may be provided
- IV. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- V. To cooperate with the Principal in the fulfilment of the objectives of the academy's Health and Safety policies

## Person Specification – School Attendance Officer

Training & Qualifications	Essential	Desirable	Application	Interview	Reference
GCSE Maths & English Grade C or above	X				
Recent participation in range of relevant in-service training/professional development relevant to the role	X				
3+ Years experience of working with attendance as the primary role within a school.	X				
Full Driving Licence	X				
Own Transport with Business insurance	X				

Skills	Essential	Desirable	Application	Interview	Reference
Able to communicate effectively with staff and parents, including sensitive and complex information	X		X		X

Able to establish and maintain accurate records using both manual and electronic systems	X		X		X
Use positive communication to promote positive attendance with parents/carers	X		X	X	
ICT skills – e.g. Word, Excel, Google Sheets, Google Docs.	X		X	X	X
Able to accurately enter/retrieve data from information systems	X		X	X	X
Ability to contribute to the improvement of the attendance service including process and procedures.	X		X		
Experience of dealing with parents and outside agencies via phone and face-to-face	X		X		
To be able to work under own initiative.	X		X		
Confident and ability to conduct home visits – sometimes in challenging circumstances	X		X		
Able to prioritise own work to meet conflicting deadlines	X		X		

Knowledge					
<i>Applicants should be able to demonstrate high level knowledge and understanding of:</i>	Essential	Desirable	Application	Interview	Reference
Knowledge/experience of a school MIS (e.g. Arbor, SIMS or Class Charts)		X	X	X	

Personal Skills and Abilities					
<i>Applicants should be able to demonstrate high level knowledge and understanding of:</i>	Essential	Desirable	Application	Interview	Reference
Support and actively promote the values and beliefs of the Academy	X		X	X	
Communicate effectively and in writing using standard English with a wide range of people.	X		X	X	X
Committed to standards of excellence for all and focused on continuous improvement.	X		X	X	X
Strong track record of personal performance	X			X	X
ICT skills for professional use		X	X	X	X
Instil and facilitate a culture of calm, ordered and reasoned purpose		X	X	X	X
The ability to work independently and as part of a team.	X		X		X

We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

This post is subject to an enhanced DBS check. "The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".

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