**FIR VALE SCHOOL**

**Job Description**

**Postholder: Vacancy**

**Post Title: Attendance Assistant**

**Hours of Work:** 37 hours per week – term time only

**Scale:** Grade 3 (SCP 5 – 6)

**Responsible To:** Business Manager

**Responsible For:**

* Administration of student attendance via SIMS modules following the correct process and procedures in relation attendance.
* Activating text alerts to parents via SIMs and dealing with responses received back amending registration marks and adding notes to record a student’s reason for absence.
* Administer requests for holidays in term time adhering to policy and procedure.
* Checking and amending missing marks, including offsite provision marks.
* Printing off weekly absence letters to parents.

As a member of the admin support team you will undertake work in the following areas:

**Administration**

* Provide general clerical/administrative support to the office e.g. photocopying, filing, faxing, franking of post, complete standard forms, respond to routine correspondence
* Undertake typing and word-processing and other IT based tasks
* Undertake administrative tasks and procedures
* Provide general advice to staff, parents/carers, students and others as appropriate.
* Operate relevant equipment ICT packages (e.g. Microsoft office/SIMS)

**General Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals as appropriate
* Participate in training and other learning activities and performance development as required
* To be aware of confidential issues linked to home/student/teacher/school work and to keep confidentiality as appropriate
* Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the employee
* Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Headteacher, SLT or Line Manager