

Attendance/Admissions Clerk

Job Description

Grade: GR2 - *Subject to Job Evaluation*

1. Job Purpose

- 1.1 Responsibility for the provision of clerical and general non-teaching support to the school

2. Key Responsibilities

- 2.1 To operate the MIs registration system on a daily basis
- 2.2 Investigate absences on a daily basis and issuing marks on a weekly basis to ensure absences are correctly coded
- 2.3 To monitor absence figures and liaise with the appropriate Managers
- 2.4 To pursue reasons for absence by telephone and in writing and occasionally home visits (by arrangement with the Assistant Headteacher (Individual Learning))
- 2.5 To complete all LEA and DCSF returns regarding absence
- 2.6 To keep a record of pupils taken out of school for family holidays and to respond to parental requests for taking pupils out of school
- 2.7 Identify and refer pupils to Educational Social Work during a weekly meeting
- 2.8 To oversee the waiting lists for pupils seeking admission to the school and reviewing the lists at regular intervals
- 2.9 To manage the Educational Maintenance Allowance system where applicable on a day to day basis. This will involve
 - 2.9.1 Ensuring that KNGS' application of the EMA electronic system complies with the national guidelines
 - 2.9.2 Working with the Assistant Headteacher to ensure effective structure for the operation of EMA
 - 2.9.3 Ensuring that all students EMA weekly allowances are processed correctly within the agreed timescale
 - 2.9.4 Ensuring that all student's EMA termly bonuses are processed correctly within the agreed timescale
 - 2.9.5 Ensuring that amendments and updates to student records are implemented
 - 2.9.6 To respond to student and parent queries as appropriate
 - 2.9.7 To attend EMA courses/conferences as appropriate
- 2.10 To carry out other duties as may be commensurate with the grade and nature of post

- 2.11 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.12 To ensure all tasks are carried out with due regard to Health and Safety
- 2.13 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.14 To adhere to the ethos of the school
 - 2.14.1 To promote the agreed vision and aims of the school
 - 2.14.2 To set an example of personal integrity and professionalism
 - 2.14.3 Attendance at appropriate staff meetings and parents evenings
- 2.15 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

Supervising Officer's Job Title:

3.1 Level of supervision:

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|------------|-------|-------------|--|
| | | | |

5. **Special Conditions**

- 5.1 None

Person Specification

Method of Assessment (MOA)

| | | | | |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria | Essential | MOA |
|--|--|------|
| Education/Qualifications NB: Full regard must be paid to overseas qualifications. | | AF/C |
| Experience Relevant work and other experience | | |
| Skills & Ability e.g. written communication skills, dealing with the public etc. | *Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | |
| Training | | |
| Other | | |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.