



## **BEAUMONT SCHOOL - JOB DESCRIPTION**

**Post:**           **Attendance and Student Records Administrator (H4) £12,963**  
8.00am – 3.00pm Monday to Thursday, 8.00am-2.30pm Friday,  
(including a daily ½ hour unpaid lunch break) or 8.30am – 3.30pm  
Monday to Thursday, Friday 8.30am – 3.00pm, (including a daily ½  
hour unpaid lunch break) 32 hours per week

**Responsible to:**     **Deputy Head/Office Manager**

### **Overall Responsibility**

To support the smooth running of the school through efficient and effective administration.

### **Tasks**

The tasks currently associated with the job are:

- To manage and administer student attendance records on a daily basis. To follow up missing registers and missing attendance marks, including follow-up procedures such as emails to staff, phone calls and letters home to parents.
- To collate all late arrivals from the Late Gate books, Reception Late Book and enter this data onto registers and create the Late Detention list for the Duty Team.
- Monitor attendance and punctuality and inform HOYs/ Head of Pastoral of any attendance issues.
- “Gold forms” to process information relating to the all new students including the Year 7 secondary transfer intake. This includes setting them up in the Management Information System (MIS) and disseminating necessary information.
- Attend Parents Consultation Evenings (7 evenings a year 5pm - 8pm) and hand out data collection sheets to parents to check and amend contact details where necessary.
- To maintain the student photographs in the MIS system and arrange for missing photos to be taken when Van Cols photographer is in school.
- To maintain the “nominal roll audit” (number of students on roll) on the school’s admission database SEAMs.
- Monitor attendance of disadvantaged groups and complete all documentation for Hertfordshire County as required.
- Deal with all admission enquiries, log calls and arrange school visits where necessary.
- To take roll over calls from reception desk.
- To contribute, as need or opportunity arises, to other tasks relating to the smooth running of the school.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

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.

October 2017