



ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

Horse Shoes Lane, Sheldon, Birmingham, B26 3HU

Principal: Mr M McLoughlin

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Christ is the centre of our school community where we live, love and learn together.

Attendance/Admissions Clerk Job Description and Person Specification Grade: GR2 - Subject to Job Evaluation

Job Purpose

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

Key Responsibilities

- To operate the MIS registration system on a daily basis
- Investigate absences on a daily basis and issue marks on a weekly basis to ensure absences are correctly coded
- To monitor absence figures and liaise with the appropriate Managers
- To pursue reasons for absence by telephone and in writing and occasionally home visits (by arrangement with the Attendance Lead)
- To complete all LEA and DfE returns regarding absence
- 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
- Identify and refer pupils to Educational Social Work during a weekly meeting
- To oversee the waiting lists for pupils seeking admission to the school and reviewing the lists at regular intervals
- To carry out other duties as may be commensurate with the grade and nature of post
- 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.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings
- To ensure all school safeguarding and training requirements are up to date.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Person Specification

Education/Qualifications - NB: Full regard must be paid to overseas qualifications.

A* - C in GCSE English or equivalent

An intermediate or above qualification in word processing/typing skills

Experience

- Relevant work and other experience
- Experience in a general administration environment
- Experience of Microsoft Word package
- Experience of using database applications
- Experience of reception work

Skills & Ability

- Written communication skills, dealing with the public etc.
- *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
- Able to communicate effectively and accurately both verbally and in writing
- Able to communicate in a clear and concise manner both on the telephone and face to face
- Ability to write clear, letters and reports
- Ability to complete work to the required standards of accuracy and presentation
- Ability to develop and maintain effective working relationships with a wide range of people
- Ability to work on own initiative with minimum
- Knowledge of standard officer procedures
- Knowledge of standard office equipment