

**Ashford Park Primary School
Pupil Welfare Administrator**

Grade	Job Title	Capsule Job Profile	Competencies	Qualifications, Training and Development
S3	<p>Pupil Welfare Administrator 35 hours per week, 40 weeks a year</p> <p>Hours of work 8.15am to 3.45pm, ½ an hour for lunch</p>	<p>Directly responsible to the Office Manager / Head's PA and School Business Manager</p> <p>To provide an efficient and effective clerical and administrative support for those aspects of work as agreed with the Line Manager. To responsible for the management and maintenance of the SIMS.net Attendance and Pupil modules in line with associated School policies and procedures.</p> <p>Under the direction of your Line Manager:</p> <p>Attendance</p> <p>Administer the daily registration of attendance and supervising the collection and input of data to the SIMS.net attendance monitoring system, ensuring that arrangements are in place in the event of an emergency e.g. fire</p> <p>Monitor attendance registers weekly and keep numerical data up to date</p> <p>Identify patterns of lateness to school and absence from school and issue letters to parents</p> <p>For a number of specific pupils, contact parents if their child is not in school</p> <p>Keep records and inform staff of parents contacted</p> <p>Generate data in preparation for statistical returns on authorised and unauthorised absence for the DfE</p> <p>Liaise with the relevant Pastoral staff and keep them informed of trends of attendance</p> <p>Liaise with outside agencies, e.g. EWO, Truancy team where appropriate, ensuring accurate records are maintained</p> <p>Pass exceptional leave of absence forms to the head for consideration, notifying parents and record on the Attendance Module</p>	<p>Post holders should demonstrate the competencies identified from the list below:</p> <p>Excellent inter-personal skills to all stakeholders</p> <p>Excellent IT skills including proficiency in the use of Word and Excel, knowledge of Publisher would be an advantage</p> <p>Professional manner and appearance</p> <p>Confidentiality</p> <p>Reliable and trustworthy</p> <p>Good attention to detail</p> <p>Good time management, well organised and able to prioritise workload, both individual and shared</p> <p>Able to work under pressure and to deadlines</p>	<p>Good education to GCSE level in English, Maths and Science or equivalent – Grade C and above or equivalent</p> <p>Experience of working with children is desirable</p> <p>Post holder should demonstrate a commitment to on-going professional development</p> <p>Training and development may include:</p> <p>Induction Training</p> <p>On Job Training</p> <p>Familiarisation with School policies and practice</p> <p>Support Staff Performance Management</p>

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	<p>Prepare paperwork for the issuing of Fixed Penalty Notices for non attendance</p> <p>Admissions Administration</p> <p>Deal with initial parental enquiries, providing advice and assistance where necessary ensuring confidentiality, accuracy and working within the agreed guidelines at all times</p> <p>When required, consult with Senior Leaders and, where appropriate, the Local Authority, to ensure consistency of service</p> <p>Carry out all admissions associated administrative work, maintaining required records, with attention to detail and accuracy</p> <p>Organise parent tours to include administration and refreshment, ensuring parents receive accurate, up-to-date information</p> <p>Provide administrative support for student induction, ensuring accuracy and meeting deadlines</p> <p>With the agreement of your Line Manager, attend occasional out-of-hours events, e.g. Open Evenings etc</p> <p>SIMS student database and files</p> <p>Provide staff with details as requested in a timely and efficient manner</p> <p>Set up and maintain student files, including starters and leavers, forward leavers files to new schools' as appropriate, ensuring confidentiality and within a timely manner</p> <p>Deal with queries regarding all students, past and present, effectively and efficiently</p> <p>Timely import/Export of Common Transfer Forms (C.T.F's) for starters and leavers</p> <p>Compile termly pupil admissions and leavers reports and forward to the Health Centre</p> <p>Provide ad hoc SIMS reports as requested</p>	<p>Able to work alone or in a team</p> <p>Punctual and flexible attitude</p> <p>Enjoy working with children and young people</p> <p>Proactive and adaptable</p> <p>Hardworking and committed</p> <p>Relate to all levels of staff</p> <p>Uphold and support the school's policies and procedures</p> <p>Uphold and support the school's policies and procedures on the Safeguarding of young people</p>	<p>Safeguarding Training</p> <p>SIMS/Tucasi/ Training</p> <p>First Aid Training</p> <p>The successful candidate will be subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS)</p> <p>We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.</p>
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	<p>Other Duties</p> <p>Be a member of the Care Committee and attend meetings as appropriate, ensure accurate records are maintained</p> <p>Deal with initial parental enquiries, providing advice and assistance where necessary ensuring confidentiality, accuracy and working within the agreed guidelines at all times</p> <p>When required, consult with Senior Leaders and, where appropriate, the Local Authority, to ensure consistency of service</p> <p>Use appropriate ICT packages as required, e.g Parent Mail, SIMS, ensuring accuracy at all times</p> <p>Deal with sick or injured children and staff, ensuring that the necessary treatment is administered, and where appropriate, that staff/parents are informed. Completion of accurate records with particular attention to Health and Safety issues</p> <p>Ensure pupils leaving the school premises during the day are signed out by their Parent/Carer</p> <p>In an emergency accompany pupils to the hospital</p> <p>Use OSHENS for online accident reporting producing a RIDDOR report if necessary, ensuring the appropriate Senior Leaders are kept informed at all times</p> <p>The holding, administering and recording of medicines taken by pupils in accordance with established procedures. Maintenance of first aid boxes.</p> <p>Co-ordinate the arrangement and organisation of medical inoculations, Doctor/Nurse visits via School Health ensuring effective and timely communication to all parties concerned and accurate records maintained</p> <p>Maintain the minibus diary ensuring accuracy</p> <p>Accompany representative from Hygiene Services during service visit, maintain accurate records of visits</p>		
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	<p>Working with the Senior Leader responsible for Exclusions, prepare paperwork ensuring accuracy and confidentiality, update SIMS accordingly</p> <p>Monitor Year 6 pupil secondary school applications to ensure all parents/carers have made an application, liaising with HSLW if appropriate</p> <p>Produce and distribute student letters and other information to parents/staff in a timely, appropriate and accurate manner</p> <p>Co-ordinate and ensure the smooth running of the school photographer visit (Autumn and Summer terms)</p> <p>Maintain list of children whose parents have not given permission for them to appear in any school promotional photographs eg website, newspaper, newsletter etc.</p> <p>Maintain list of absent parents ensuring that appropriate documentation is forwarded as appropriate</p> <p>Responsible for the receipt, sorting and return of lost property items, monthly lost property retrieval display, liaising with PTA for sales etc.</p> <p>Provide an effective photocopying service, including the production of brochures and a laminating/binding service</p> <p>Responsible for the day to day upkeep and smooth running of the photocopiers reporting and recording faults as and when needed</p> <p>Ensure provision and availability of refreshments for staff and their visitors on a daily basis</p> <p>Coordinate Cool Milk scheme and Free Fruit and Vegetables Scheme</p> <p>Be aware of day-to-day office and school activities so as to be a point of contact for colleagues, staff, parents and visitors, ensuring accuracy of information</p> <p>Provide a timely, accurate and effective administrative service for school events ensuring a smooth, efficient provision of service. Where appropriate, and with agreement of your Line Manager, attend out of hours functions as required</p>		
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