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**JOB DESCRIPTION**

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| **JOB DETAILS:** |  |
| **Job Title:** | Behaviour and Attendance Administrator Apprentice |
| **Grade:** | Apprentice  |
| **School:** | Harrop Fold |
| **Location:** | Hilton Lane, Worsley, Manchester M28 0SY |
| **Salary:** | Apprenticeship |
| **Directly responsible to:** | Behaviour Team Leader. Attendance Officer |
| **Hours of Duty:** | 36 hours per week, Monday to Friday, term time only (+ 7 inset days) |
| **Summary of Role:** |
| To provide administrative support for the school’s Behaviour and Attendance Teams in orderto ensure the efficient running of those functions .To work with team staff in supporting their Individual needs in this regard. |

**Principal Duties:**

* Providing administrative support for the recording and management of matters relating to behaviour and attendance systems at the school.
* To use data regarding behaviour, exclusion, attendance and punctuality to support those responsible in reporting trends and statistics
* To use the school’s MIS (e.g. SIMS) to record accurately data regarding behaviour, exclusion, attendance and punctuality
* To generate data which will help those responsible identify patterns or issues with groups and individuals
* To accurately and promptly administer formal communications by letter to parents of those children excluded from school
* To administer letters to parents regarding behaviour, attendance and punctuality on behalf of those teams
* To arrange related return reintegration meetings with parents
* To attend these meetings when required in order to record content of such discussions
* To contact parents regarding issues around behaviour and attendance as requested by team leaders
* To attend Behaviour and Attendance Team meetings
* To record the minutes of associated meetings
* To produce reports of incidents of behaviour, exclusion, attendance and punctuality in order to provide clear analysis of trends on a regular basis
* To retain log and, analysis and report information for ease of access, comparison and future use
* To maintain similar records of students accessing internal exclusion provision, helping to identify those who attend repeatedly
* To provide timely registers of pupils required to attend daily detentions/sanctions
* To provide updates on pupils accessing alternative provision, their attendance and progress
* Other tasks and duties appropriate to the post agreed with the negotiation with the Line Manager and/or Headteacher.

**General Responsibilities:**

1. 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.
2. Be aware of and support difference and ensure all pupils and staff have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Participate in training and other learning activities as required.
5. Participate in the school’s performance management process, developing own practice for the benefit of students.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
8. Any other related duties as they may arise.

**The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.**

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| Note to applicantsWhilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. |

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
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|  | 5 x GCSEs Grade C or above including English and Mathematics | A/C |
|  | A commitment to take part in all relevant in-service training and continual professional development particularly related to this post, including willing to work towards achieving a Level 3 Business Administration Apprenticeship and First Aid | A/I |
|  | An understanding of relevant legislation concerning safeguarding | A/I |
|  | Previous office experience | A/I |
|  | To have excellent computer skills including a working knowledge of all Microsoft Office applications | A/I/C |
|  | Have an understanding of issues around diplomacy and confidentiality | A/I |
|  | Experience of working with children and an ability to build positive, respectful relationships | A/I |
|  | Excellent interpersonal skills | A/I |
|  | Highly developed organisational skills and the ability to prioritise a heavy workload | A/I |
|  | Ability to work on own initiative and as part of a team | A/I |
|  | Resilience | I |
|  | Ability to work flexibly and be able to work outside the usual working hours on occasion | A/I |
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|  | Commitment to young people through teamwork | A/I |
|  | Good attendance / punctuality | A/I |

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| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| 1. | Knowledge of SIMs | A/I |
| 2. | Use of reprographics equipment | A/I |

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| **Completed by** | **Date** | **Approved by** | **Date** |
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**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre