

Oriel High School

Administrator – Attendance & Welfare

Job Description

Salary: Grade 5

Hours: 37 hours per week, term time only, plus 1 week (+5 inset days)

Location: Oriel High School
Maidenbower Lane
Maidenbower
Crawley
West Sussex
RH10 7XW

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

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| Reporting to: | <ul style="list-style-type: none">• The Business Manager |
| General: | <ul style="list-style-type: none">• To share in the corporate responsibility for the well being and discipline of the students attending the school.• To act as joint lead first aider. |
| Administrative Duties: Attendance | <p>Co-ordination of attendance data using the current package for reporting student attendance including:</p> <ul style="list-style-type: none">• Inputting attendance and absence data• monitoring registers for the control of unauthorised absence• monitoring the medical register for those pupils absent from lessons and or sent home• produce scheduled and on demand reports for teachers re: attendance/lateness• Making and receiving first day absence phone calls• Issuing attendance letters as appropriate |

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| | <ul style="list-style-type: none"> • Liaising with the Assistant Head's and County Educational Welfare Officer and contributing to regular meetings with same. |
| Medical Duties: | <p>To supervise students in the medical room, including:</p> <ul style="list-style-type: none"> • Logging students in medical book • Administer first aid as required and monitor student recovery • Contact parents, if required • Prepare first aid packs for trips and residentials • Monitoring medicines and their accessibility to qualified staff in school • Advising the Bursar about stock requirements within the medical room. • Ensuring that stocks are replenished according to need and best value • Complete Health & Safety documentation in line with current regulations |
| Reprographics/Generic Duties | <ul style="list-style-type: none"> • To maintain a methodical and efficient filing system. • Photocopying and collating of materials, with responsibility for adhering to copyright legislation • Ensure that stocks of paper for the photocopier are adequate to provide an efficient service |
| CPD | <p>To follow a mutually agreed programme of continuing professional development.</p> |
| | <ul style="list-style-type: none"> • Any other duties as may be reasonably requested by the Headteacher to reflect the changing needs and circumstances as the school develops and grows. |