



1. Attendance

- Ensuring all registers are completed daily with no missing marks or unexplained absences
- Checking and reminding staff to complete registers within appropriate timescales
- Ensuring all unexplained absences are accounted for or letters are sent requesting an explanation
- Monitoring the attendance of vulnerable groups of students and liaise with Attendance Lead/Head of Year
- Inputting timely information i.e. music trips, sporting events, exams, absence reports to registers and to keeping staff updated
- Printing off official registers daily and explained absences in event of a fire
- Following the Attendance policy and send out letters as directed by Attendance Lead
- Providing updates for staff to improve attendance
- Maintaining attendance red-hot list

2. Punctuality

- Ensuring accurate records are maintained of student punctuality
- Maintaining logs for lateness and provide support to Heads of Year for daily and weekly late detentions

3. Student Services

- Managing the Student Services office as first point of contact for pupil queries and issues (e.g. timetables, daily planners)
- Assisting with pupil printing
- Ensuring that Student Services is kept appropriately stocked with resources
- Assisting pupils with managing the Student Shop
- Collating reply slips for trips and other pupil events where not managed via the School Shop online payments system
- Co-ordinating College lost property, ensure named items are returned and items regularly recycled
- Ensuring that tutor trays are kept appropriately updated and collected and returned on a daily basis

4. Pastoral Administration

- Ensuring that accurate and consistent records are maintained on SIMS in relation to pupil behaviour, phone calls home etc.
- Providing reporting to Heads of Year, identifying trends and areas for review
- Monitoring student attendance at lunchtime and after school detentions and investigating non-attendance

- Assisting with annual collection (new pupils) and regular update of SIMs pupil data
- Ensure appropriate preparation of new pupils (paperwork, timetables etc.), working with the appropriate Head of Year to ensure that new pupils feel at home and are adequately prepared
- Assisting in helping distressed pupils
- Assisting in investigating incidents
- Liaising with parents and carers regarding student behaviour and attendance issues and arranging for work to be provided in instances of exclusions or long term absence
- Maintaining pastoral notice boards

5. Medical Support (requirement to be First Aid Trained)

- Administering first aid and medication to pupils and staff in line with the school's policy
- Regular liaison with Medical Co-Ordinator to ensure that more serious cases are reported and appropriately managed
- Assistance with the co-ordination of vaccine programme

6. Other ad hoc administrative support (as required)