



The LETTA Trust

Apprentice Admin L3 - Inclusion and Attendance

Job Description

Salary grade: £8.24 per hour

Hours: 35 hours per week all year round

Contract type: Temporary - Fixed term

Responsible to: Parental Engagement Officer

The Apprentice Admin L3 - Inclusion and Attendance will support in identifying and addressing the needs of children and families who need help to overcome barriers to learning.

The Apprentice Admin L3 - Inclusion and Attendance is also responsible for supporting the Parental Engagement Officer to monitor attendance throughout the school to agreed annual targets, meeting all statutory and legal requirements.

Duties and responsibilities - Inclusion

- To provide a warm, welcoming first point of contact for parents and visitors, representing the school at all times with good humour and a smile
- To provide high quality, administrative support to the inclusion team, including the SENCO
- To liaise with appropriate outside agencies to support identified children and families, following advice given.
- To support and assist families with completing applications for housing/benefits or as required
- Carry out home visits with members of the inclusion team
- Attend relevant training to support and develop in the role
- To accompany children and parents on visits if necessary - e.g. to the doctors or to visit a school.
- To support in organising, facilitating and evaluating a range of parenting classes/workshops/sessions to support parenting, wellbeing and further education.
- Support in planning and coordinating whole school events
- To support the Inclusion team with other tasks where appropriate
- To motivate and work positively and professionally within the inclusion team.

Duties and responsibilities - Attendance and Welfare

- To support in managing pupil absences transitions in accordance with the LA and school admissions policy.
- To support in investigating all matters relating to pupil attendance
- To record attendance and absence explanations accurately on school electronic systems
- To maintain an effective computerised system for record keeping processes



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- Preparations to arrange panel meetings with key stakeholders to address recurring absences
- Prepare resources for whole school weekly attendance assemblies
- Prepare resources for improving attendance initiatives

Communication:

- To welcome visitors to the school in a friendly and efficient manner, ensuring they sign in, have the correct lanyard and safeguarding information and are offered refreshment
- To deal with front line enquiries from staff, visitors, parents and pupils in person, by phone or e-mail politely and efficiently
- To prepare letters and text messages for parents and carers
- Where children leave the school, support in preparing documents to securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Support in meetings by translating where appropriate
- Model best practice and uphold the principles of confidentiality and data protection at all times.

Managing own performance and development:

- Participate fully in the school's performance management cycle
- Attend relevant training, sharing the knowledge and ideas gained with colleagues
- Demonstrate resilience and resourcefulness, anticipating and solving problems

General requirements:

- To work with the Inclusion team, Headteacher and The LETTA Trust's Central Operations Team to meet the aims and objectives for the school office
- Computer literacy including proficiency in Microsoft Office
- Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
- To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the school. This may include supervising pupils who are unwell or providing basic first aid
- Undertake any professional duties commensurate with the grade of the post

Notes:

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out



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- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature:

Date:

Post holder's signature:

Date: