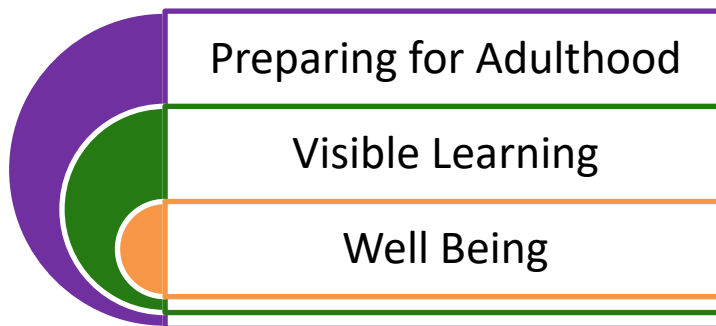


Stormont House School Teacher Job Description
Operations and Attendance Officer
Job Description
SC6

Our vision

Achievement for all in a unique world-class school

Whole School Priorities



Name of Postholder: x

This Job Description and Person Specification should be read in association with all other recruitment information and the priorities of the School Development Plan

What is the purpose of the role?

To coordinate key operational systems relating to attendance, staff cover, admissions, compliance and operational administration, ensuring effective daily operations and statutory compliance.

The postholder will ensure accurate record keeping, effective daily operations, statutory compliance and high-quality administrative support across the school. The postholder will ensure accurate record keeping, effective daily operations, statutory compliance and

All staff have the following responsibilities:

Working positively with people of diverse backgrounds, characteristics, and experiences to achieve the School Vision of “Achievement for all in a unique, world-class school”

Key Responsibilities

1. Staff Cover Coordination

- Lead and manage the daily cover process.
- Act as first point of contact for staff absence.
- Arrange supply staff through approved agencies.
- Liaise with SLT regarding cover requirements.

- Communicate cover arrangements to staff.
- Prepare and distribute cover work.
- Complete safeguarding and onboarding checks for supply staff.
- Maintain accurate cover records and reports.

2. Attendance Management

- Manage student attendance systems and processes.
- Lead first-day response procedures.
- Escalate safeguarding concerns appropriately.
- Produce attendance reports.
- Maintain accurate attendance records within the MIS.

3. Operational Data Administration and Reporting

- Maintain accurate pupil, staff and operational data.
- Use MIS systems to input, extract and analyse information.
- Produce statutory and operational reports.
- Support data analysis for leadership and school improvement.
- Ensure GDPR compliance and confidentiality.

4. Exams, Assessment and Reporting Support

- Support exam administration and assessment cycles.
- Assist with exam entries, certification, timetabling and resources.
- Support reporting cycles and documentation.
- Attend meetings and record actions where required.

5. Admissions, Compliance and Processes

- Coordinate EHCP consultations and admissions processes within statutory timelines.
- Liaise with Local Authorities, feeder schools and external agencies.
- Support student exclusion and behaviour administration, including Local Authority reporting.
- Prepare admissions and consultation documentation.
- Ensure compliance with school policies, statutory requirements and regulatory frameworks.
- Maintain confidential staff and student records.
- Support student transition processes.

6. Communication and Stakeholder Engagement

- Coordinate operational communications relating to attendance, cover, admissions and school operations.
- Act as liaison between operational teams, staff, parents and external agencies in relation to attendance, admissions and operational processes.
- Provide operational and administrative support for open evenings, awards events and parent meetings.
- Ensure a professional and responsive communication service.

7. Operational and Administrative Support

- Support recruitment processes including advertising, interview administration and documentation.
- Assist with policy administration, monitoring and compliance tracking.
- Provide operational support for trips, events and operational projects as required.
- Maintain effective filing systems and administrative processes.

- Provide support to wider office operations and reception cover.
- Manage document retention and archiving arrangements.

8. Recruitment and Workforce Support

- Coordinate recruitment administration processes ensuring compliance with safer recruitment requirements.
- Support interview and selection activities.
- Coordinate CPD and staff development administration.
- Maintain recruitment and workforce records.

Safeguarding and Compliance

- Promote and safeguard the welfare of children.
- Follow safeguarding procedures relating to attendance, staff and data.
- Maintain confidentiality and GDPR compliance.
- Comply with all school policies.

Additional Information

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time. The role requires flexibility, professionalism, and a strong commitment to supporting the smooth operational running of the school.

Our school community is richly diverse; understanding, celebrating, and capitalising on that is essential to the success of our school. We encourage applications from all sections of the community and have made a public commitment to Equality and Diversity.

We take safeguarding children seriously

As part of the shortlisting process, we will carry out an online search (including social media) on all applicants. Employment is not confirmed until a reference from your current/most recent Headteacher and enhanced clearance from the Disclosure and Barring Scheme (DBS) are received.

	SELECTION CRITERIA for the post (E-Essential, D-Desirable)	
1	Strong organisational and administrative skills	E
2	5 GCSEs including English and Mathematics.	E
3	Significant administrative experience within a school or similar environment.	E
4	Experience using MIS systems and Microsoft Office.	E
5	Strong organisational, analytical and prioritisation skills.	E
6	Ability to manage competing priorities and meet deadlines.	E
7	Excellent communication and interpersonal skills.	E
8	High level of accuracy and attention to detail.	E
9	Ability to maintain confidentiality.	E
10	Experience coordinating operational processes, events or projects.	E
11	An understanding of, and enthusiastic commitment to: 1) The shared school vision, 2) Your personal contribution to moving us closer to that vision ,3) Working effectively with people from diverse backgrounds	E
12	To actively support Equality and Diversity through inclusive administrative practices, ensuring fair access and support for all, and demonstrating how these approaches help reduce potential barriers to engagement and achievement.	E
13	Evidence of a strong commitment to safeguarding and supporting all children, regardless of their needs or background, through inclusive and efficient administrative practices. This includes contributing to a safe, supportive environment and ensuring processes and communication help promote both students' personal development and academic progress.	E
14	Experience with attendance systems and staff cover.	D
15	Knowledge of SIMS or equivalent MIS.	D
16	Experience supporting admissions, EHCP consultations or exclusions.	D
17	Experience supporting recruitment administration.	D
18	Experience supporting exams administration.	D
19	Understanding of school statutory processes and compliance requirements.	D