



CATALYST

Quarry Hill Academy

Bradleigh Avenue, Grays, Essex RM17 5UT
Telephone: 01375 373729 E-mail: admin.qha@catrust.org.uk

Role: Pupil Services Officer
Reports to: School Business Manager/Headteacher
Salary: FTE: £25,716 to £29,286 - Actual: £22,095 - £25,163
Hours: 37 hours per week term time only 8:00-16:00 Mon-Fri

The Role

- To monitor and report on whole school attendance data, analysing data to identify key areas of concern to work closely with pupils, staff & carers to reduce levels of absence and act appropriately when persistent absence becomes a safeguarding issue.
- To manage the schools admissions process
- To undertake reception and telephone duties, answering enquiries from staff, pupils, parents and the general public.

Key responsibilities

- Manage all new admissions into the school including mid year transfers and nursery admissions including producing prospectuses for new starters.
- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Identify pupils that need additional support to improve their attendance and work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils. Track attendance of vulnerable groups and share with school leaders.
- Manage the process of issuing penalty notices to parents
- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Manage the school census
- Manage FSM process
- Administering Cool Milk
- Build and refresh knowledge of the school's MIS and other relevant systems
- Maintain accurate records of communications with parents/carers and relevant interventions
- Administering first aid and asthma pumps to children.



Academy Ethos and Culture

- Support the Headteacher in fostering a strong sense of Academy community and ethos among both staff and students
- Promote consistent implementation of Academy policies including the behaviour policy and system of rewards and consequences model, caring and respectful relationships with staff, pupils, parents and visitors
- Act as a positive role model to staff and students

Other

- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation
- To work in collaboration with Catalyst Academies Trust and counterparts in partner schools
- To carry out other reasonable tasks from time to time as directed by the Headteacher

