

Kent County Council

Job Description: *Attendance Administration Assistant*

Directorate:	Children, Young People and Education
Unit/Section:	Integrated Children's Services – Virtual School Kent
Grade:	KR4
Responsible to:	Deputy Head - Virtual School Kent

Purpose of the Job:

Provide administrative/clerical/data support to ensure the collection and input of educational attendance data of all Young People in Care within Kent, to enable VSK staff to analysis and complete statutory returns as required.

Main duties and responsibilities:

1. To contact schools and colleges by email and telephone and input data according to timescales required by the service to ensure compliance with statutory legislation.
2. To act as a point of contact for schools with queries regarding attendance gathering and if needed referring them to the correct team member.
3. To keep to timescales and ensure data is input according to service calendar.
4. Assist with day-to-day clerical and administrative functions of the service in monitoring of emails and telephone messages.
5. To ensure Records Management Policy, data protection and freedom of information protocols are adhered to.
6. Support EWO's and Deputy Head with ensuring targets and headlines are met according to calendar.

The post holder must carry out their duties in accordance with the KCC Equality and Diversity Policy Statement, the Children's Safeguards Policy, the Health & Safety Policy and the Service's requirements and standards.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Attendance Administration Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to GCSE level or equivalent or Level 2 Diploma in Business Administration or equivalent
EXPERIENCE	Office administration experience Data inputting experience- preferred
SKILLS AND ABILITIES	Literacy and numeracy skills Computer literacy - using Windows WP package, Excel spreadsheet and database functions Interpersonal, organisational and administrative skills Ability to prioritise workload to achieve deadlines Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	Knowledge of the services provided by Kent Children's Social Services and detailed knowledge of services provided by the team Awareness of Data Protection and confidentiality issues
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>

	(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)
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