

1. JOB DESCRIPTION

Title: Admissions and Attendance Officer

Hours: 36 hours per week, 39 weeks per year

Scale: 5

Responsible to: School Business Manager and Deputy Headteacher

MAIN PURPOSE OF ROLE

To raise levels of attendance in school and coordinate pupil admissions for the school.

Attendance (Monitoring & Intervention)

- Lead the school's attendance desk, ensuring accurate registration and conducting First Day Calling for all absent pupils.
- Monitor at-risk students, investigate absence reasons, and support SLT in implementing attendance improvement strategies and reward systems.
- Coordinate with the Local Authority and Education Welfare to resolve persistent absence; conduct home visits and support student reintegration.
- Maintain accurate statistical data and provide regular updates to the Headteacher and teaching staff regarding attendance targets.

Admissions & School Promotion

- Lead all admissions (Nursery to Year 6) and leaver processes, including waiting lists, CTFs, and secondary transfers.
- Act as the primary ambassador for the school; conducting tours for prospective families and providing expert guidance from enquiry to enrolment.
- Assist in promoting the school's successes by keeping the website and social media channels updated with engaging content and celebratory news.
- Maintain accurate digital (MIS) and physical pupil records, ensuring all relevant information is prepared for statutory census returns.

Administration & Operations

- Provide a professional reception service, managing visitors in strict accordance with safeguarding and vetting (SCR) protocols.
- Produce high-quality newsletters, flyers, and digital correspondence to ensure effective and professional engagement with the school community.
- Manage late arrivals, parent debt (ParentPay), and general clerical duties such as filing, reprographics, and correspondence.
- Provide welfare cover and support other office functions during peak periods or staff absence as directed.

OTHER

- To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time.
- The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.
- Any other duties as can be reasonably expected within the school office

Person Specification: Admissions & Attendance Officer			
Competency		Attributes – Child Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills	Essential/Desirable
Experience & Knowledge	1.1	Office/Admin experience of minimum 3 years.	Essential
	1.2	Use of Arbor and Insight systems.	Essential
	1.3	Ability to input data accurately and in a timely manner.	Essential
	1.4	Knowledge of child protection procedures	Essential
	1.5	Experience of school attendance in a primary school setting	Desirable
	1.6	Experience of school admissions procedures in a primary school setting	Desirable
	1.7	Knowledge of school's admissions criteria.	Desirable
	1.8	Knowledge of school's/LA attendance procedures.	Desirable
	1.9	First Aid qualification	
Skills/ Abilities	2.1	ICT skills to include good maintenance skills especially information	Essential
	2.2	retrieval.	Essential
	2.3	Good verbal and written communication skills.	Essential
	2.4	Ability to analyse data and advise on results.	Essential
	2.5	Ability to work on own initiative.	Essential
	2.6	Ability to work under pressure and to a deadline.	Essential
	2.7	Ability to effectively liaise and work with external companies/agencies.	Essential
	2.8	Ability to work constructively as part of a team	Essential
	2.9	An approachable, professional and organised person with good interpersonal skills Proven tact and diplomacy in dealing with adults and children	Essential
Qualification	3.1	GCSE – Level C in English and Maths, or equivalent.	Essential
	3.2	SIMs or similar package.	Essential
	3.3	ICT based qualification or willingness to work towards.	Desirable
	3.4	Willing to undertake continuing professional development training.	Essential
		The school is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers to share this commitment. Safeguarding training and qualifications are compulsory for all teaching staff.	