



## Great Careers

---

# JOB PACK

**Post:** Attendance & Administration Assistant

**Salary:** APT&C Scale 3/4 (from £25,318)

**Contract Type:** Fixed Term (Maternity Cover)

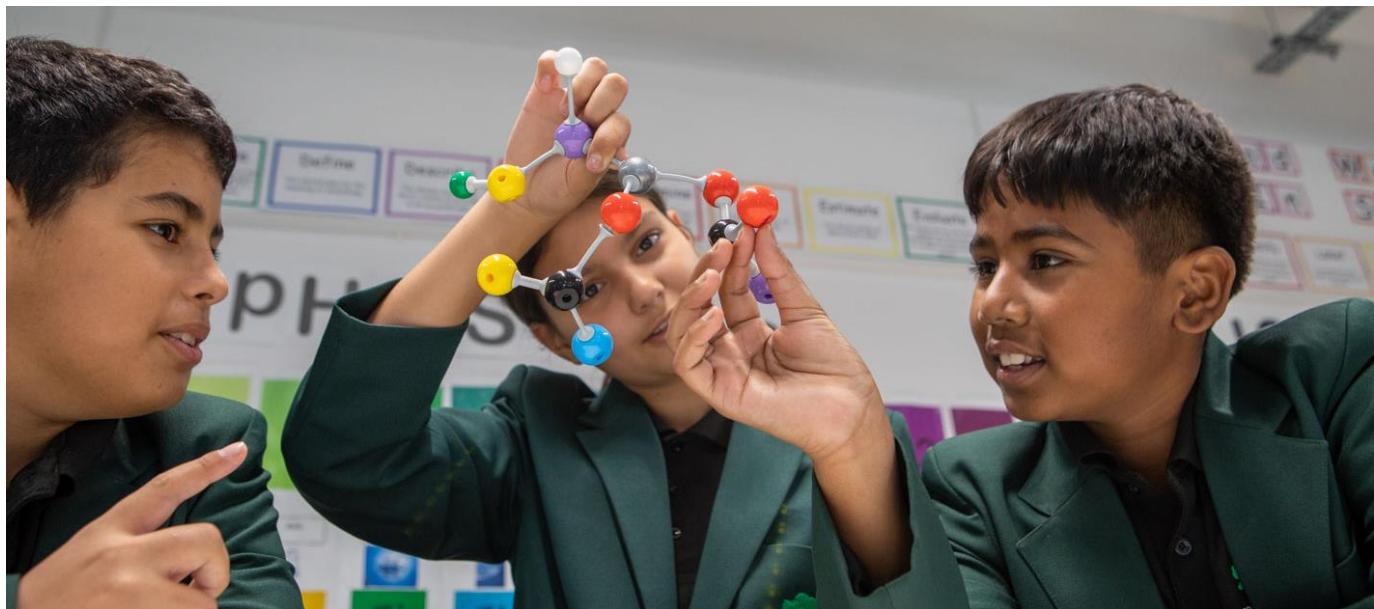
**Hours:** 35 hours per week, term time only, 8.30am to 4.30pm

**Closing Date:** Monday 2<sup>nd</sup> March 2026 by 12pm

**Interviews:** Friday 6<sup>th</sup> March 2026



*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*



## The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 1370 students across Years 7 to 13.

## Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



## Job description

**Line Manager:** The post holder will be responsible to the Office Manager

### Core responsibilities and duties:

- Ensure daily attendance registers are accurate and complete, following 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.
- Build and refresh knowledge of the school's MIS and other relevant systems.
- To provide cover for reception at various times throughout the day ensuring security of the school, greeting visitors and parents in a professional manner.
- To provide cover for the school telephones, ensuring they are covered at all times, take and pass on accurate messages when queries cannot be dealt with.
- To administer first aid as an identified first aider in school and maintain relevant first aid qualifications.
- Administration and storage of essential medicines as and when required in line with the school policy.
- File and update records both manually and electronically.
- Administer deliveries and receipt of goods.
- Administer school mail and other correspondence.
- To deal with all reasonable requests to the office from pupils and staff.
- To perform general office duties such as typing, photocopying, laminating.
- To ensure the reception and office areas are kept smart and tidy.
- To support the administrative work of the Headteacher, the School Business Leader, teaching staff and other members of the team.
- To cover duties for absent colleagues as requested by the Office Manager or School Business Leader.

**Notes:** The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the Head of Department or Head of School within the grading level of the post and the competence of the post holder.

***This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.***