



GREYFRIARS
CATHOLIC SCHOOL



**Admissions & Attendance
Manager**



Admissions & Attendance Manager

Thank you for your interest in the role of **Admissions and Attendance Manager** at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) within the Archdiocese of Birmingham. We are seeking an exceptional individual to join our pastoral and operational leadership team in a role that sits at the heart of our mission to champion every student. This is an exciting opportunity to make a genuine difference to the lives of young people and their families by ensuring that students are welcomed into our community with care, professionalism and high expectations, and that they attend school every day, ready to learn.



At Greyfriars, we believe that education changes lives. Every student deserves the opportunity to flourish academically, socially and personally, and that journey begins long before they enter the classroom. First impressions matter. The way we welcome families, manage admissions and support students through periods of transition sets the tone for everything that follows.

This role combines responsibility for the strategic and operational management of admissions with a key role in supporting whole-school attendance. Working within our Attendance Hub, the successful candidate will oversee all aspects of the admissions process, including in-year admissions, managed moves, Fair Access and the permanent exclusion process. They will ensure that every student receives a carefully planned transition into Greyfriars, recognising that some of our most vulnerable students need the greatest care, preparation and support.

Alongside this, the Admissions and Attendance Manager will work closely with our Attendance Team to remove barriers to attendance, strengthen relationships with families and ensure that students are able to access the full educational opportunities available to them. We know that students can only benefit from an outstanding education if they are here, and attendance remains one of the most significant priorities for schools nationally.

We are looking for someone who combines excellent organisational skills with warmth, resilience and professionalism. This role requires someone who can manage complex processes, communicate confidently with families and external agencies, and build positive relationships with colleagues across the school. Above all, we are looking for someone who believes, as we do, that every child deserves to belong and every family deserves to feel welcomed and supported.

Our vision at Greyfriars is that we are a Catholic school that champions every student so they can flourish individually and collectively. In this role, you will play a vital part in ensuring that students are able to access the education they deserve from their very first day with us. Please do not hesitate to contact us should you wish to seek further information. I would be delighted to personally show you around our wonderful school and discuss this exciting opportunity in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Application Details

We hope you are interested in this exciting opportunity and would like to submit an application form.

To apply for the post of Attendance Manager, please -

- Fully complete the CES application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager, Sophie Upellini, s.upellini@gfcs.uk Tel: **01865 749933**

Application submission: by Friday 10th July

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Interview date: w/b 13th July

Job start: September 1st

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practices.

Overview of Pope Francis Multi Academy Company

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith. PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church's educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the Canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Arch-Diocese of Birmingham. The Head Teacher is the school's leading professional.

JOB DESCRIPTION – ADMISSIONS & ATTENDANCE MANAGER

Reporting to: Assistant Head Teacher (Raising Standards)

Salary Range: Grade 8 Point 18-23 FTE £31,537 per annum (Pro Rata)

Contract Type: Permanent

Working Pattern: 37 hours a week. Term Time Only plus two weeks

Disclosure Level: Enhanced DBS



Core Areas of Responsibility

- Lead and coordinate all aspects of the school's admissions process.
- Manage in-year admissions in accordance with the School Admissions Code and Local Authority procedures.
- Coordinate admissions through the Fair Access Protocol.
- Lead the admission and transition of students joining following permanent exclusion or managed move.
- Develop comprehensive transition programmes that support students and families.
- Liaise with primary schools, secondary schools and alternative providers to gather information that supports successful transition.
- Coordinate visits, induction meetings and transition events.
- Ensure accurate admissions records are maintained.
- Act as the key point of contact for prospective and newly admitted families.

Additional Duties:

To continue personal development as agreed. Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection. To support the school in meeting its legal requirements for worship.

School Ethos

To support the Catholic Ethos of the school. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To continue personal development, as agreed, and to comply with the school's policies, including Health and Safety, and undertake risk assessments as appropriate.

Purpose of the Role

The Admissions and Attendance Manager will lead the school's admissions and transition processes, ensuring that every student and family experiences a professional, supportive and well-coordinated transition into Greyfriars Catholic School.

Working within the Attendance Hub, the postholder will also play a significant role in promoting excellent attendance by working alongside the Attendance Team to remove barriers to attendance, strengthen family engagement and support students whose attendance gives cause for concern.

The role combines operational excellence with relationship building, ensuring that students are welcomed into the school community successfully and are supported to attend regularly, engage fully and flourish throughout their education.

Admissions & Transition

Lead and coordinate all aspects of student admission, transition and exit, ensuring that every student and family experiences a professional, supportive and well-managed journey into and out of Greyfriars Catholic School.

- Lead the school's in-year admissions process, ensuring compliance with the School Admissions Code and Local Authority procedures.
- Coordinate admissions through the Fair Access Protocol, managed moves and admissions following permanent exclusion.
- Develop and oversee personalised transition programmes for students joining the school, particularly those with SEND, safeguarding concerns or other vulnerabilities.
- Liaise with feeder primary schools, secondary schools, alternative providers and external agencies to gather and share information that supports successful transition.
- Coordinate induction meetings, transition visits and welcome programmes for new students and families.
- Ensure that all admissions records and statutory documentation are completed accurately and within required timescales.
- Act as the principal point of contact for prospective families throughout the admissions process.

Student Exit and Transition

Coordinate the administrative and pastoral arrangements when students leave the school, ensuring that all statutory processes are completed accurately and promptly.

- Manage the transfer of student records securely and in accordance with statutory guidance.
- Liaise with receiving schools, colleges, alternative provision and local authorities to ensure continuity of education and appropriate safeguarding information sharing.
- Support managed moves, alternative provision placements and reintegration plans where appropriate.
- Work alongside safeguarding, attendance and pastoral colleagues to ensure that students leaving the school, particularly vulnerable students, experience a carefully planned transition.
- Analyse patterns of student mobility and report trends to senior leaders to inform school improvement.

Family Engagement

- Build strong relationships with parents and carers from the first point of contact.
- Provide advice and guidance throughout the admissions process.
- Coordinate meetings with families where additional support is required.
- Work collaboratively with safeguarding, SEND and pastoral teams to ensure that vulnerable students receive appropriate support.
- Represent the school professionally with external agencies and stakeholders.

Attendance

Working alongside the Attendance Officer and pastoral leaders:

- Support the implementation of the school's attendance strategy.
- Monitor attendance patterns for newly admitted and vulnerable students.
- Contribute to attendance intervention meetings.
- Work with families to remove barriers to attendance.
- Support home visits where appropriate.
- Promote positive messages around attendance and belonging.
- Ensure accurate attendance records are maintained where required.

Safeguarding and Inclusion

- Ensure admissions processes fully reflect safeguarding requirements.
- Liaise with the safeguarding team regarding vulnerable students.
- Support transition planning for children with SEND, EHCPs or safeguarding concerns.
- Ensure appropriate information is shared securely between schools.

Partnership Working

Develop positive relationships with:

- Local Authority Admissions
- Fair Access Panels
- Primary schools
- Secondary schools
- Alternative Provision
- Attendance Services
- Social Care
- Families

Operational Leadership

- Maintain accurate admissions and attendance records.
- Produce reports for senior leaders.
- Ensure compliance with admissions legislation and statutory guidance.
- Contribute to the development of school systems and processes.
- Work proactively within the Attendance Hub to ensure joined-up support for students and families.

Professional Responsibilities

- Uphold the Catholic ethos of the school.
- Maintain confidentiality and professional integrity.
- Participate fully in training and professional development.
- Undertake other duties appropriate to the level of the role.

Impact Statement

The Admissions and Attendance Manager plays a pivotal role in ensuring that students begin their Greyfriars journey positively and remain fully engaged in their education. Through excellent admissions processes, careful transition planning, strong relationships with families and effective collaboration with the Attendance Hub, the postholder removes barriers to education and ensures that every student has the best possible opportunity to flourish. By combining operational excellence with compassionate, relationship-centred practice, this role contributes significantly to the school's mission of championing every student and improving life chances.

Person Specification: Admissions & Attendance Manager

Experience

Essential

- Demonstrable experience of working in a busy administrative or operational role with responsibility for managing competing priorities.
- Experience of working with children, young people or families.
- Experience of managing sensitive and confidential information appropriately.
- Experience of building positive relationships with parents, carers and external agencies.
- Experience of using management information systems and maintaining accurate records.

Desirable

- Experience of working within a school or educational setting.
- Experience of school admissions, attendance or transition processes.
- Experience of working with Local Authorities, Fair Access Panels or alternative providers.
- Experience of supporting attendance improvement or pastoral interventions.
- Experience of coordinating meetings involving multiple agencies.

Qualifications

Essential

- GCSE Grade 4 (or equivalent) in English and Mathematics.
- Good standard of written and spoken English.

Desirable

- Business Administration or customer service qualification.
- Attendance, safeguarding or education-related qualification.

Knowledge

Essential

- Good understanding of the importance of school attendance and its impact on educational outcomes.
- Understanding of safeguarding responsibilities within schools.
- Knowledge of confidentiality and GDPR requirements.
- Understanding of the importance of effective transition for children and young people.
- Awareness of the barriers that can affect attendance and engagement.

Desirable

- Working knowledge of:
 - ◆ School Admissions Code
 - ◆ School Attendance Guidance
 - ◆ Keeping Children Safe in Education
 - ◆ Working Together to Safeguard Children
- Understanding of Fair Access Protocols and managed moves.

Skills and Abilities

Essential

- Excellent organisational and administrative skills.
- Ability to prioritise a varied workload and meet deadlines.
- Excellent interpersonal and communication skills.
- Ability to build positive relationships with students, parents and colleagues.
- Excellent written communication skills.
- Ability to remain calm and professional when dealing with challenging situations.
- Ability to analyse information and identify emerging issues or trends.
- High levels of accuracy and attention to detail.
- Competent user of Microsoft Office and school management information systems.
- Ability to work independently whilst also contributing positively to a wider team.

Desirable

- Experience of Arbor (or similar MIS).
- Experience of producing reports using attendance or admissions data.

Interpersonal skills

- To be a positive member of the Greyfriars team
- Ability to relate to teachers, other professionals, families and students
- Good listening skills
- Ability to work as a member of a team, be flexible, solution-focused and work on own initiative

Other

- Ability to relate to and promote the ethos of the school
- Willingness to undertake training as required
- Optimistic outlook that recognises the complexity of working in schools but the joy that is at the centre of such important work

How this is identified

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Print Name:

Signed:

Date:.....

Line Manager:

