

## About the role

Parkside Community Primary School is a one-form entry school (with two classes in Year 5), proudly serving the Borehamwood community. We were rated 'Good' by Ofsted in February 2020, and our most recent short inspection in March 2025 confirmed that we continue to maintain these high standards. At Parkside, we are committed to building an inclusive and ambitious school where every child is valued, supported and inspired to achieve their very best. Our motto, "Nurturing and inspiring young minds towards a bright future," is at the heart of everything we do.

We are seeking a reliable, organised and proactive Attendance Officer and Administrator to join our friendly office team. You will be the day-to-day lead for attendance across the school, working closely with the Headteacher, School Business Manager, the Parental & Pastoral Lead and class teams to improve pupil attendance, reduce persistent absence and remove barriers to pupils accessing their full-time education.

You will be an ambassador for the school, modelling our vision of "Nurturing and inspiring young minds towards a bright future" in every contact with pupils, families and partners.

## Main duties and responsibilities

### Attendance administration and compliance

- Ensure daily attendance registers are accurate, complete and authorised (Arbour), following up with staff to correct incomplete entries.
- Lead first-day absence contacts and follow-up procedures for unexplained absence; maintain clear, confidential records of all communications.
- Manage statutory attendance processes including school census returns, issuing penalty notice paperwork and implementing Children Missing Education (CME) procedures as required.
- Record and escalate safeguarding concerns arising from attendance issues, working with the DSL and pastoral team where persistent absence becomes a safeguarding matter.

### Monitoring, reporting and data analysis

- Produce and interpret regular attendance reports for senior leaders that identify whole-school trends, vulnerable cohorts and pupils in need of targeted support.

- Track attendance for specific groups (e.g. disadvantaged, SEND, pupils with a social worker) and report on progress against agreed targets.
- Use data to evaluate impact of interventions and inform next steps; provide weekly reports for the Headteacher.

#### Targeted support and family engagement

- Coordinate and deliver attendance interventions, clinics and meetings with pupils and parents/carers; carry out home visits where necessary to address barriers to attendance.
- Build constructive relationships with families to encourage engagement and co-produce realistic support plans.
- Work closely with the Parental & Pastoral Lead, Local Authority attendance teams and other external agencies to secure timely, practical support and, where necessary, progress legal interventions (e.g. Education Supervision Orders).

#### Administrative and office duties

- Act as an initial point of contact for parent enquiries to the main office; manage and triage the school inbox and send routine communications to parents/carers.
- Support organisation of school events, trips and parents' evenings and maintain the school calendar.
- Order and monitor office stock, maintain operation of office equipment and complete routine administrative tasks (filing, photocopying, data entry).
- Support the School Business Manager with financial admin tasks as required (monitoring parent payments on Arbour etc.).

#### Professional development and policy contribution

- Contribute to the review and development of the school's attendance policy and related procedures.
- Participate in appraisal and relevant training to develop skills in attendance work, safeguarding and data analysis.
- Keep up to date with statutory guidance and local authority expectations for attendance work.

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## Why Join Parkside?

- A committed, friendly and hardworking team of staff and governors
  - A strong culture of collaboration and professional development
  - Opportunities to make a meaningful impact on the lives of our pupils and families
  - A school community that values wellbeing, inclusion and high expectations for all
  - Enthusiastic, caring children who are eager to learn and proud of their school
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### **Next Steps**

We are keen to make a successful appointment and may interview suitable candidates before the closing date. Early applications are therefore strongly encouraged.