



# THE PASSMORES CO-OPERATIVE LEARNING COMMUNITY

## Job Description

**Title: Office Administrator**

**Line Manager: Office Manager / Headteacher**

**Performance Management Reviewer: Office Manager / Headteacher**

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### **Key responsibilities:**

#### **Duties:**

#### **Job Description**

##### **Attendance**

- Monitoring of attendance for all pupils
- Ensure all registers are completed and missing marks or unexplained absences are addressed on a daily basis
- Communication with parent/carers via letter/email/telephone requesting evidence of absence
- Ensure attendance related letters are sent out when required
- Monitor track attendance. Carry out weekly register reviews and adopt DfE guided coding
- Manage and identify trends in attendance patterns to direct pupil to an attendance pathway for each tracked pupil.
- Production of regular attendance statistics for the Head / EHT/ Trust
- Regularly write letters to parents regarding attendance and details of meetings etc
- Ensure the "Ofsted" ready file is updated each half term with latest attendance statistics including PA and any actions taken
- Organise attendance improvement meetings and Penalty Notice as directed
- Complete referrals into the Local Authority for non-regular school attendance
- Refer children to the safeguarding team and/or learning mentor as needed – linked to attendance.

- Renew the attendance display
- To work with the Headteacher to ensure the trust attendance policy is kept up to date and is adhered to in practice.
- Engage in a whole school attendance approach communicating with teaching staff to support pupils to attend school regularly.
- Attending regular training on attendance.
- Reviewing holiday forms and writing response letters, applying for penalty notices to the Local Authority. Liaising with the Headteacher
- Organise attendance awards / certificate termly and for the of end of year

## **School Admissions**

- Enter new pupils admitting to the school onto the MIS system
- Ensure pupils records are kept up to date
- Complete a Admissions and deletions form for the LA
- Prepare or receive a CTF and liaise with incoming and outgoing schools for files.
- Support with Inductions with pack preparation
- Support with Reception intake and Year 6 leavers, including transfer of files.
- Liaison with school admissions team in relation to pupil numbers

## **Admin Support**

- Review, discuss and collect outstanding money owed from parents for meals and clubs
- Support with production and distribution of school academic reports via school MIS system.
- Keep pupil electronic file up to date.
- Photocopying, scanning and filing as requested

## **Trip and Club Administration**

- Responsible for the administration and organisation of school trips as directed by the Head and members of SLT
- Administration of booking transport, taking payment and liaising with parents/carers
- Responsible for obtaining quotes and booking school transport as required for trips and clubs

## **Office duties**

- Production of letters as required
- Answering the telephone, greeting visitors and supporting the needs of pupils within the school

## **General**

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade

## **Well-Being and Mental Health**

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

## **Health and Safety**

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

## **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

**Other specific duties**

1. To cover for other office staff, including the PA to Headteacher, as and when required.
2. To play an active part in the life of the school community

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

**V Goddard  
Principal  
May 2026**