

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

School Attendance and
Admissions Officer
(H6 14-19)

Full-time
September 2026



Richard Hale School

School Attendance and Admissions Officer

Full time

Required 1st September 2026

Thank you for your interest in the post of School Attendance and Admissions Officer. The application pack consists of the following documents. Please apply via the My New Term platform.

- Copy of the advertisement
- Information about the school
- Job Description

Please note:

- **Closing date:** – Closing date for applications is **9am on 29th June 2026**. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
Application is via the My New Term platform <https://mynewterm.com/>
- **References**
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Homan, HR Manager on 01992 583441 (sho@richardhale.co.uk).
- **How to apply and where to send your completed form**
Application is via the My New Term platform <https://mynewterm.com/>
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

Attendance and Admissions Officer Full-time Required 1st September 2026

We are seeking a professional, welcoming, and organised Attendance and Admissions Officer to join our school team. You will be based in the main office and the role is essential to the school in continuing to improve attendance for students and ensuring through admissions that the school continues to be full. This role will involve contacting parents over absence, liaising with the Heads of Year and Deputy Headteacher to improve attendance and working with the Local Authority (LA) if further action is needed.

For admissions, the role will involve liaising with the LA admissions teams for secondary transfer and in-year admissions, maintaining full student enrolment. The role will involve organising transition events to support the application process and building a knowledge of how the admission arrangements work, supporting prospective parents and working with parents who have gained places at the school. The role will also involve liaising with the Headteacher on matters relating to Fair Access Approaches.

The ideal candidate will be professional, approachable and highly organised, with excellent communication and telephone skills. They will have experience working in an office environment and engaging with parents. They will be confident using Microsoft Office, Google Workspace and standard office technology. Familiarity with MIS systems is desirable, although a willingness to learn is the most important quality. Experience of admissions or attendance work within a school setting would be advantageous.

Please see full details in the Job Description

This is a fantastic opportunity to join a supportive school community and play a key role in ensuring the smooth day-to-day running of the school.

The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS (Disclosure & Barring Service).

Please apply via the My New Term platform <https://mynewterm.com/>



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our recent Ofsted Inspection last summer. The feedback and report reflect the many strengths of the school and recognises the, “significant improvement,” at the school in the last 6 years. The report states that, “The school is a happy place to learn and work in,” and that, “Pupil’s behave well in and out of lessons. This happens because they build positive relationships with staff.” Ofsted also recognised that, “Leaders are mindful of the pressures on staff and have made considered changes to policies and practice to help reduce workload and increase staff’s wellbeing.”

The school curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 81% achieving 9 to 4 in English and Maths in 2025 and 67% achieving 9 to 5 in these subjects. A third of students achieved 5+ grades at 7-9. Due to the pandemic there are no progress scores this year, however student progress has been above average. The school's performance indicators are all significantly above the national average in every measure, but particularly for boys.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk.



Richard Hale School

Job Description: Attendance and Admissions officer

Monday – Friday 8-4pm (30 minutes lunch / 3.30 finish 1 day per week)

Job Purpose

The Attendance and Admissions Officer will play a key role in building on the school's successful attendance processes and helping to maintain and improve attendance across all year groups through the effective management and monitoring of attendance data. The postholder will work closely with a range of staff to promote high levels of attendance and oversee attendance procedures within the school. They will liaise with colleagues to coordinate appropriate interventions and work directly with students and parents, both proactively and in response to concerns, to support improved attendance.

The Admissions role will involve working with the statutory regulations around admissions, understanding the school policies, working with the LA, and prospective parents. The role will focus on secondary transition and support in the delivery of transition activities, which enable the school to continue to be oversubscribed. It will involve liaising with the LA on allocations, working with parents who gain places and being part of the school's appeals team. Alongside this, the role will involve monitoring the school's roll, ensuring in-year admissions are managed effectively to keep the school full. The role will also involve liaison with SEND and EHCP admissions and the Statutory Exclusion Team for Fair Access Approaches to ensure these approaches are managed effectively and fairly.

Main Areas of Responsibility

Attendance & Welfare

- Monitoring & Analysis: Maintain the school's daily attendance registers. Use data to identify trends, persistent absence (PA), and "at-risk" students.
- Manage absences through updating the MIS system for authorised/explained absences.
- Conduct "first-day calling" and follow up on unexplained absences.
- Follow up missing students in school (internal/external truancy)
- Monitor attendance for students in alternative provision.
- Create data for Heads of Year to utilise to intervene early and address attendance issues.
- Meet with students and parents to create Attendance Action Plans and intervention.
- Work closely with Heads of Year, Safeguarding Leads, SENCO and the Local Authority (LA) Education Welfare Officers to escalate cases where necessary, in line with national processes.
- Prepare weekly and termly reports for the Senior Leadership Team (SLT) and Trustees, highlighting the impact of attendance initiatives and demonstrating the impact.
- Use National data (DFE/FFT) to review and monitor school attendance using national benchmarking to monitor impact of strategies.

Admissions

- Act as the primary point of contact for the Local Authority Admissions Team regarding Year 7 transition and in-year applications.
- Manage all admissions queries from prospective parents, providing clear, welcoming, and accurate information for both Year 6 and in-Year applications.

- Work with the Business Manager in support for the Open Evenings and tours to enable positive visits to the school prior to applications.
- Monitor the admission process and develop as required.
- Monitor numbers of applications and differences in locations of applications, providing this data to the Headteacher and Trustees so patterns are tracked and monitored effectively.
- Regularly review and update the school's Admissions Policy to ensure it aligns with the School Admissions Code and statutory requirements. Ensure this is updated and where necessary work with the Headteacher for consultations to changes in admissions arrangements.
- Monitor the Published Admission Number (PAN) to ensure the school is full and manage the waiting list effectively.
- Coordinate the school's response to admission appeals (Year 6 and In-Year appeals), preparing necessary documentation and representing the school at appeal hearings alongside the Deputy Headteacher.
- Support the Assistant Headteacher with transition arrangements in the summer term through communication, support in administration in creation of groupings and information and other support in the transition arrangements.
- Ensure the Management Information System (Arbor) is updated with accurate student data for all in-year applications.

General

- Assist in the main office by undertaking administrative and First Aid duties as required during key busy periods.

Contacts

Maintain good relationships with all contacts including:

- Students
- Staff
- Trustees
- Parents
- Prospective Parents

Knowledge and Experience

- Proficient in Microsoft Office/Google applications
- Familiarity with Management Information Systems (Arbor/SIMS) or the ability to learn quickly
- Previous experience working in an office environment and contributing effectively as part of a team
- Strong organisational abilities with clear and effective communication skills
- Professional and courteous telephone manner
- A good standard of general education
- Approachable, professional demeanour and presentation
- A willingness to build knowledge and understanding of attendance and admission processes.

Problems and Decisions

- Ability to manage multiple queries and tasks at the same time
- Skilled at handling unexpected situations and responding to challenging or sensitive parent enquiries.

Supervision

The Job Holder works with minimum direct supervision. The Job Holder should prioritise work according to appropriate deadlines referring to the Deputy Headteacher (Line Manager).

Responsible to: Deputy Headteacher

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

An enhanced DBS check is required for this post.

Hours: Monday-Friday
8am-4pm (30-minute lunch break)
3.30pm early finish 1 day per week
Term time only

Salary: H6 (14-19) plus outer fringe

Person Specification

Qualification	Essential	Desirable
Good standard of literacy and numeracy	Y	
At least Level 2 qualifications in English and maths	Y	
Level 3 qualifications (A Level or equivalent)		Y

Professional experience	Essential	Desirable
Experience of working with young people (preferably of secondary school age)		Y
Experience of working as part of a team	Y	
Knowledge of Microsoft Office (including Excel) & Google	Y	
Knowledge of MIS (SIMS/Arbor)		Y
Experience of having difficult and supportive conversations		Y

Knowledge, skills and attributes	Essential	Desirable
An understanding of how to support young people (preferably of secondary school age)		Y
Competent ICT skills in the use of Microsoft/Google	Y	
Effective communication with a variety of audiences, both orally and in writing	Y	
Ability to organise and manage time effectively and prioritise workload	Y	
Ability to multi-task	Y	
Is calm, patient and reflective	Y	
Is positive and enthusiastic	Y	
Is able to maintain good relationships with students, parents and staff	Y	