

Recruitment Pack

**Attendance and Admissions
Officer**
Balby Central Primary Academy



Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

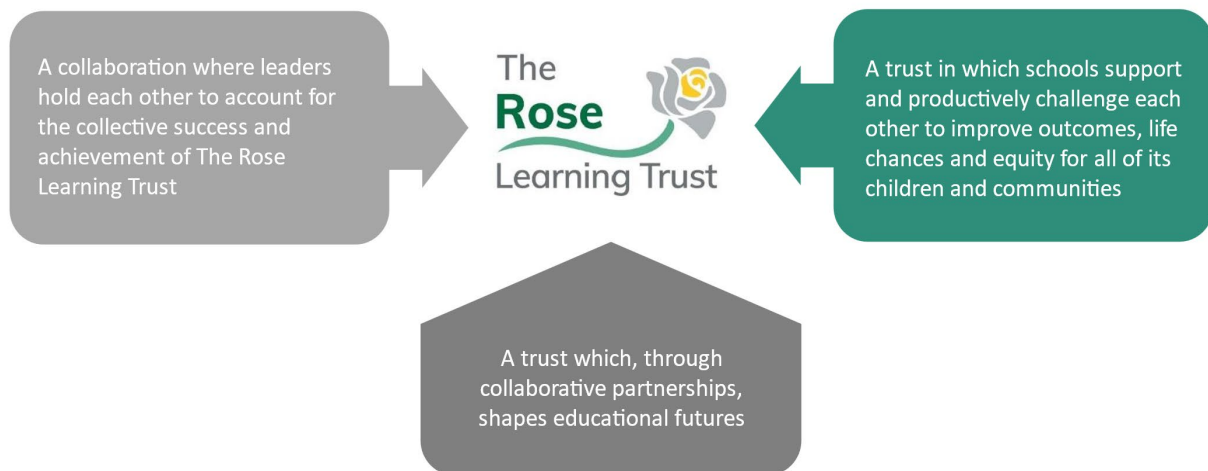
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

Jeremy Harris
Chief Executive Officer



Vision

Transforming Futures Collaboratively



Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children





THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

Vision	TRANSFORMING FUTURES COLLABORATIVELY				
Values Statement	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
Strategic Objectives	Developing Pupils	Developing People	Developing Governance	Developing Growth, Business Facilities and Resources	Developing Communities and Partnerships
Developing Excellence Priorities	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

Balby Central Primary Academy



‘Shaping lives, building futures to be the best you can be’

At Balby Central we aim to unlock each individual child’s potential to succeed, thrive and to be happy on their own journey with us. We endeavour to create unforgettable learning experiences and immerse children in an environment where they feel confident to challenge themselves. We are constantly adapting to meet the needs of all as learners in this ever-changing society, ensuring that they are ready for the next stage in their lives. During their time at Balby Central, children are taught the skills of collaboration and the power of talk, confidence, resilience and effort, determination and reflection to support their academic successes as our school learning powers

We strongly believe in a team approach, to utilise each other’s strengths, work together and to ensure that we increase our own expertise, knowledge and skill as professionals. We see every member of the team playing a key part in our school approach to improve outcomes and life chances for our children and their futures.



Attendance and Admissions Officer

Advert Information

Post	Attendance and Admissions Officer
Contract type	Permanent, Full Time, Term Time plus 10 Days
Grade	Grade 6, point 6 - 11, £23,153.70 – £25,071.82 (Actual)
Hours	37 hours per week
Reporting to	Headteacher
Location	Balby Central Primary Academy
Commencement date	As soon as possible
Closing date	Monday 13 th April 2026
Shortlisting date	Tuesday 14 th April 2026
Interviews	Tuesday 21 st April 2026

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to eleven over the last ten years, with a central trust office based in Balby. We are a trust that lives our vision of ***transforming futures collaboratively*** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Balby Central Primary Academy is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Attendance and Admissions Officer to join the school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

The Attendance and Admissions Officer should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose



The successful candidate will:

- have a strong vision and strategic drive for the future of our school
- be an excellent communicator at multi-levels, with an approachable personal style
- have an ambition for excellence in child development, learning and achievement so our learners reach their full potential
- demonstrate a dynamic and inspirational approach to further motivate children and staff
- have a strong moral compass with inclusivity and positive regard at the core of your practice
- have a passion for data; inputting, analysing and interrogating
- have a keen interest in making a difference for young children
- enjoy working with families and provide support, guidance and advice
- **Hold a valid, clean driving licence**

We can offer in return:

- A dedicated caring and supportive team
- A school that values its community and where belonging is important
- A strong team to work with, including a line manager with over 20 years' experience and 3 experienced SENDCos
- Strong links with community engagement programmes
- An inclusive, welcoming environment
- A staff wellbeing package, offering confidential wellbeing services

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with Mrs Stephanie Bradley by contacting the school on 01302 321914.

For further information about this role please ring the school and a relevant member of the team will call you back to answer your queries. School can be reached on 01302 321914.

To apply use the link below:

<https://mynewterm.com/jobs/143962/EDV-2026-BCPA-84389>

This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barringservice-check.

In line with our safer recruitment policy two references will be sought before we interview.

We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.





Attendance and Admissions Officer

Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

Employment details

Job title:	Attendance and Admissions Officer
Reports to	Headteacher
Grade and Salary	Grade 6, point 6 - 11, £23,153.70 – £25,071.82 (Actual Salary)
Contract Type	Permanent, Full Time, Term Time plus 10 Additional Days
Additional Information	The post holder must hold a valid, clean driving licence

Job Purpose:

Main purpose of the post

- Contribute to the whole school drive of raising pupil achievement
- Direct and manage the daily mechanisms of the registration system in school
- Maintain an expert overview of pupils' attendance & admissions
- Contribute to the safeguarding and promotion of the welfare and personal care of children
- Responsible for the school admissions and leavers systems and processes
- Frequently carry out home visits fulfill the attendance and admission responsibilities of the role



Duties and Responsibilities:

Attendance

- Ensure registers are complete for each daily session
- Obtain and record reasons for absence for each child
- Carry out home visits to obtain a reason for absence if parent hasn't contacted the school
- Carry out welfare visits at the child's home if their absence reaches three three days or there is a welfare concern for the child
- Record late attendees
- Update the kitchen staff regarding absent/late children's lunches
- Update CPOMS daily regarding all home visits and welfare visits
- Record home visits and welfare visits on the school's attendance tracker
- Record children who have left early because they are ill or have appointments
- Communicate attendance information to staff weekly on the Team briefing
- Carry out 1:1 work with children regarding attendance
- Communicate attendance information to parents/carers on the Central News
- Record all holiday requests on holiday forms spreadsheet within SharePoint
- Record holiday requests in Arbor
- Once holiday has taken place, construct letter to parents and send home
- Raise FPNs via Doncaster Council portal
- Update and distribute fire registers to all classes
- Provide attendance data for Local Governing Body and Trust Data Dashboard meetings
- Complete Nursery attendance data form for DfE

Attendance Review Week

- Gather data for children who require letter 1, letter 2, or an ASP meeting
- Communicate letter 1, 2, ASP with parents
- Arrange, prepare and host ASP meetings
- Send reward certificate/postcards home for recognition of good attendance
- Record all Attendance Review Week information on a weekly attendance tracker
- Complete prosecution referral via DMBC portal

Attendance Incentives

- Co-ordinate the termly attendance incentives
- Co-ordinate the target group attendance incentives



- Create an expenditure plan to support the attendance incentives
- Order stock for the attendance incentives
- Gather the data for who will receive the incentive
- Create and mail merge the certificates for the incentives
- Distribute the certificates and rewards to each child
- Compose and distribute attendance incentive reward videos across all classes

Attendance Meetings

- Contribute to the Trust attendance network meeting
- Participate in the DfE's Attendance Hub to ensure that you are remaining up to date with resources and information to reduce absences in the school
- Set the agenda for the attendance meeting with the Inclusion Team
- Present the previous half term's data to the Headteacher and Assistant Headteacher
- Discuss the working towards targets for the next half term
- Create actions for vulnerable groups based on current data
- Plan and implement target group incentives
- Carry out all actions as required following the meeting

Admissions – Nursery, Reception and In-year Transfers

- Co-ordinate admission arrangements of pupils, maintain waiting lists and allocate nursery spaces accordingly to the school's admission policy
- Liaise with DMBC admissions team regarding Numbers On Roll (NOR)
- Input NOR onto Doncaster's admissions software (SAM)
- Contact the children on SAM who have a final offer to confirm their place, If they decline their place, contact the admissions team to withdraw their offer
- Begin the admissions process if they accept
- Prepare the admissions pack (paperwork for completion)
- Carry out an admission meeting with the parents
- Arrange a start date for the child/ren
- Arrange and carry out a home visit prior to the start date
- Complete the home visit documentation and send to the safeguarding team
- Email the class teacher all information about the new starter
- Input the child into Arbor
- Enrol child via DMBC portal
- Input pupil data into Arbor from the admission pack
- Contact previous school, if applicable, for the Common Transfer Form (CTF)



- Import CTF into Arbor
- Greet the family on the child's first day and take them to the classroom door
- Carry out a mid-morning check on the child
- Co-ordinate the Stay and Play sessions prior to start date – Nursery Children
- Participate in the Stay and Play session ensuring that we have all documentation completed from parent – Nursery Children
- Support parents with their Reception place application – Nursery Children

Leavers – In Year

- Liaise with child's new school
- Send CTF information to their new school
- Un-enrol child from Arbor
- Un-enrol child from DMBC portal
- Raise (Child Missing in Education) CME if applicable
- Update off-rolling spreadsheet
- Inform class teachers that the child is leaving
- Update the school meal spreadsheet

Y6 Transitions

- Communicate the Y6 final offers for secondary school to the Headteacher, the Inclusion team and the Y6 teachers
- Support with any application queries
- Provide pupil data to Y6 teachers for each child's transition document

Nursery 30 Hour Provision

- Communicate with parents regarding 30 hour code eligibility
- Carry out 30 hour eligibility checks
- Input the data into Arbor
- Create the payment on ParentPay for 30 Hours+
- Input the hours of each child onto the nursery spreadsheet in SharePoint
- Provide Assistant Headteacher: Business and Staffing with nursery data – current and future – for the data dashboard meetings with the Trust
- Contact parents for any overdue payments for 30 hours+

General Office Duties

- Construct Arbor reports for staff when requested
- Answer the phone and deal with queries
- Receive visitors and deal with queries



- Put up displays relating to attendance
- Liaise with the safeguarding team regarding pupil data changes
- Complete exclusion letters
- Input the child's suspension into Arbor
- Support parents with setting up their Arbor app to enable them to pay for lunches, trips, events etc.
- Support parents with any admission and leavers queries
- Liaise with Education Welfare Officer, Admission Team, CME Team, FPN Team
- Provide support to the SEN Team with administrative duties
- Review the attendance policy periodically
- Maintain pupil records and be responsible for completion and submission of forms, returns etc., including those to outside agencies e.g. census to DfE

Other Duties and Responsibilities

- Any other duties required by the Headteacher, which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety policy and General Data Protection Regulations (GDPR)
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on an annual basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the trust's staff code of conduct.

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies



The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.

All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)

The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.



Attendance & Admissions Officer

Person Specification

PERSON SPECIFICATION	Essential	Desirable	How Identified
AF – Application Form CQ – Certificate of Qualification I – Interview			
Qualifications and Training			
GCSE English and Maths Level 5/Grade C	X		AF CQ
Willingness to attend appropriate training courses to fulfil the functions of the job	X		AF I
Valid Peadiatric First Aid Certificate		X	AF CQ
Relevant Experience			
Experience working in an educational setting	X		AF I
An ability to display an understanding of social/welfare issues and how they affect children, families and schools	X		AF I
Ability to deal with difficult situations calmly and effectively	X		AF I
Experience of liaising with external agencies, other professionals and parents		X	AF I
Experience of working in a busy office environment	X		AF I
Ability to prepare and write reports and produce factual and statistical information as required		x	Af I
Knowledge and Skills			
Excellent written and verbal communication skills	X		AF I
Demonstrate an understanding of attendance procedures	X		AF I
Demonstrate an awareness of legislation relating to school attendance	X		AF I



Demonstrate an awareness of legislation relating to the welfare and protection of children	X		AF I
Ability to prioritise a busy workload	X		AF I
An understanding of child protection, confidentiality and health and safety procedures	X		AF I
Personal Qualities			
An ability to work on your own initiative as well as in a team	X		AF I
Willingness to work negotiated flexible hours as appropriate	X		AF I
Must hold a valid, clean driving licence	X		AF I
A good attendance and punctuality record	X		AF
Safeguarding			
Understanding and commitment to safeguarding procedures within a school environment	X		AF I
Understanding of Data Protection	X		AF I

