

Attendance & Admissions Manager

Contract: Permanent

Hours: Monday to Friday 37 hours per week, Monday-Thursday 08:00 - 16:00 and Friday 08:00 - 15:30 with 30 mins unpaid lunch

Work Commitment: 40 weeks (Term Time plus 2 weeks)

Salary: H6-H8 depending on experience

Closing Date: Thursday 22 January 2026

Interviews: TBC

Start Date: ASAP

We are looking to appoint a patient and caring individual who is keen to make a difference to the lives of young people. The right candidate will need to be reliable, adaptable, enthusiastic, highly motivated, have the ability to work as part of a team and remain calm under pressure. They must demonstrate full commitment to the school and its aim to raise standards. In return, we can offer you a positive and caring environment and friendly children who are keen to learn.

Our staff are dedicated, supportive and committed to providing creative opportunities for learning. We provide professional development opportunities to ensure that our staff are well trained and skilled to get the best from our students. Applicants must have GCSEs in Maths and English and high standards of literacy.

King James Academy, Royston is part of the Diamond Learning Partnership Trust, a charitable multi-academy trust (MAT) specialising in the Primary sector. We are building a thriving community of schools that succeed on behalf of their children.

Further benefits include:

- Collaborative approach to working
- Opportunities to train/work with other schools within the Diamond Learning Partnership Trust to share best practice and resources
- A friendly and professional team
- Local Government Pension Scheme
- Discounted Childcare Vouchers
- A caring and supportive working environment.

If you would like to discuss the role or visit the Academy before applying, we would be delighted to welcome you. To make an appointment please contact Mrs Tracey Sell. t.sell@kjar.org.uk

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. Applicants are thanked for their interest in this post. Please note that only the candidates shortlisted for interview will be contacted.

ATTENDANCE & ADMISSIONS MANAGER

JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

The fundamental duty of the post holder is to assist in the promotion of outstanding attendance by working in a partnership with all stakeholders and the wider community and overseeing the effective application of government policy. If attendance is outstanding, then students have improved life chances and will make more rapid progress academically and socially. The Attendance Manager will work directly with all stakeholders in a non-judgemental way, encouraging, challenging and supporting improvements in attendance at an individual, cohort and whole school level. Attendance is an essential aspect of a successful community and academic success.

The postholder will also oversee Admissions at King James Academy. They will work directly with the school to improve and grow the school's admissions.

They will also represent the ethos, values and approach of the Academy to students, parents and staff.

Key Responsibilities

Attendance

- Work with students and their families to address attendance concerns, liaising with other agencies where needed.
- Champion disadvantaged, SEND and other key groups of students as needed to improve their attendance.
- Oversee the forms for reporting daily absence and ensure procedures are accurate for recording daily attendance.
- Ensure students' MIS records include all relevant attendance information to support future actions if needed.
- Ensure that all interventions are logged appropriately (MIS) working with the Attendance Administrator and other key staff.
- Liaise with relevant pastoral staff to arrange regular meetings discussing attendance issues with individual year group. Lead periodic meetings on attendance to agree action plans to address concerns. Attending CIN/CP/TAF meetings of attendance is a concern and work closely with LA teams.
- Examine each group cohort to target those who need intervention, historic data should be included within these discussions. Ensure we are working towards good attendance rates, by using best practice and working within the LA policies.
- Track attendance % and PA figures and identify which parents will require an attendance meeting. Hold meetings to facilitate the students with parents/carers who have work commitments.
- Oversee the production of attendance letters and ensure these meet LA and DfE policy requirements.
- Work with the SLT responsible for reporting to ensure attendance figures are accurately reported for each assessment window.
- Periodically meet with the LA Attendance Officer providing details of key areas of concern and make informed decisions for impact.
- Attend regular Professional Support Group meetings to share best practice or to share data / concerns regarding specific students.
- Identify students who have been absent for several days, alert their Head of Year, and carry out home visits for those you or pastoral staff are concerned about, such as those that haven't been seen for several days.
- Manage term time absence requests, issuing penalty notices for unauthorised term time leave where applicable.
- Manage and be responsible for penalty notices for punctuality and / or if a student is seen whilst excluded from school.
- To ensure part-time timetables are administered and reviewed in a timely manner in line with LA processes

Attendance Data

- Examine data closely to allow comparison to be made with year-on-year whole school figures, year group comparisons and at an individual student level.
- Monitor and review vulnerable groups to ensure the gap between them and non-disadvantaged pupils is decreasing.
- Identify trends in absences to prepare strategies for low attendance levels.
- Plan for weeks where there is historically low attendance and target intervention appropriately.
- Generate weekly attendance reports (MIS) for pastoral staff, such as Heads of Year and form tutors.
- Prepare reports for a range of audiences on attendance and punctuality, such as the SLT and the Local Governing Body.
- Examine and compare previous data and comparing against National and other benchmarks e.g. FFT Aspire.

Admissions

- Handle all enquiries and contact relating to admissions as well as process all applications within statutory timeframes.
- Manage and organise the administration of admissions events, such as tours of the school, meeting with pastoral staff and assessment tests.
- Check admission applications and request further information from parents and prior schools where necessary.
- Liaise with Heads of Year and Heads of Department to identify relevant groups and a suitable start date.
- Liaise with the data manager to ensure that student data is entered onto our MIS.
- Remove students who leave from roll and complete the relevant LA paperwork.
- Liaise with prior or new schools to ensure that student files, including safeguarding files, are requested and received.

Whole School Initiatives

- Working with key staff to create a culture of high expectations around attendance and lead in rewarding students with 95% - 100% and improved attendance.
- Research and implement the best strategies for raising attendance across the school.
- Introduce innovative programmes, such as 12 days of Christmas, to help boost attendance at traditionally low attendance times

Punctuality

- Liaise with parents regarding any issue and build positive relationships with them
- Inform all relevant parents by daily email which students have arrived late for school
- Contact home and speak where possible, to all parents to discuss reasons why a student has arrived late to school etc.
- Promote punctuality and ensure appropriate sanctions are set for students who are persistently late

Safeguarding

- Have oversight of the first day response process e.g. telephoning parents / carers to ascertain the nature of absence and ensuring safety of students and provide training to the Attendance Officer and administration team as needed.
- Make regular home visits to properties and report concerns.
- To receive information from HCC using their preferred method of contact (currently HertsFX) and record, disseminate and track this information as appropriate. This will also require returning of completed documents to meet time-sensitive deadlines.
- To maintain accurate and up to date records of all external agency involvement.
- Train as a Deputy DSL to support safeguarding and welfare checks for students and to support the DSL by investigating assigned safeguarding issues and resolving these as needed.

Other Duties

Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held.

Safeguard and promote the well-being of students and staff in all aspects of the performance of this role.

Follow Child Protection and other agreed procedures e.g. relating to the organisation of home visits and the ordering of goods.

Undertake such other duties as the Headteacher and link SLT may reasonably require.

The Diamond Learning Partnership Trust 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 above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

Attendance & Admissions Manager PERSON SPECIFICATION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

This part will allow you to understand who we are looking for within this role and the skills, knowledge or experience that we would expect.

ATTRIBUTES	CRITERIA	HOW IDENTIFIED	RANK
Relevant Experience	Arbor or equivalent	Application/Interview	Essential
	Working in an educational environment.	Application/Interview	Essential
Education and Training	4 GCSEs A*- C (or equivalent), including English and Maths.	Application/Interview	Essential
	Knowledge or training relevant to attendance in schools.	Application/Interview	Desirable
	Knowledge of school's admission processes	Application/Interview	Essential
	First Aid Training	Application/Interview	Desirable
Skills and Attributes	Excellent organisational skills.	Application/Interview	Essential
	Excellent communication skills.	Application/Interview	Essential
	Excellent practical skills in ICT, particularly Microsoft Office (Word and Excel).	Application/Interview	Essential
	Ability to act on own initiative and with the minimum of supervision.	Application/Interview	Essential
	Ability to learn quickly and independently.	Application/Interview	Essential
	Ability to organise, supervise and motivate support staff.	Application/Interview	Essential
	Ability to share expertise and skills	Application/Interview	Essential
	Ability to work under pressure to meet	Application/Interview	Essential

	deadlines while maintaining accuracy.	Application/Interview	Essential
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Additional Factors	<p>Flexible approach to accommodate the changing needs of the school.</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p>	Application/Interview Application/Interview	Essential
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