

A Community Seeking Excellence for All

Excellence for every person, every day



Robert
May's
School

DATA (ATTENDANCE) ASSISTANT *(fixed term from 23 February 2026 - 22 July 2026 15-18.5 hours per week)*

JOB DESCRIPTION

Main Purpose of the Post

To support the Data Manager with some routine administrative aspects of student attendance and with the maintenance and housekeeping of current school systems (which include SIMS, Class Charts and Edulink).

Main Tasks

- Processing and administration of student absence requests
- Processing and administration of Penalty Notices, including the issuing of unpaid Penalty Notice documentation and standard letters to parents
- Supporting the Data Manager with attendance queries
- Adding absence comments to school information systems (SIMS)
- To support the data team in the administration, maintenance and housekeeping of our current school systems which include SIMS, Class Charts and Edulink

Skills and Abilities

The successful candidate will have:

- Excellent administrative skills
- Excellent attention to detail and accuracy
- Excellent communication skills, both verbally and in writing
- Good IT skills. Experience of working with SIMS or other school MIS would be beneficial but training can be provided
- Good organisational skills with the ability to work flexibly, adapt to different requests and work to tight deadlines
- A professional working ethic and commitment to raising standards in areas of responsibility
- Knowledge and understanding of the education sector and/or experience of working within a school environment would be desirable

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Headteacher: **Mrs Rea Mitchell** MPhil, MA (Cantab), NPQH

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