



JOB DESCRIPTION

Attendance Administrative Assistant

Grade

Grade 3, spinal points 5 to 6

Purpose

To provide efficient, effective and confidential administrative support to the school attendance office.

Staff Responsibilities

Line management responsibility: none. Staff group: not applicable.

Deployment

Fixed-site deployment at Maiden Erlegh School.

Financial Accountability

No budgetary responsibility.

Key accountabilities

To provide high-quality administrative support to the school attendance team; to produce and issue attendance-related correspondence accurately and efficiently; to input, manage, maintain and file student attendance data and records; to support meetings through minute taking when required; to undertake photocopying and other administrative tasks within the school attendance office as directed, supporting accurate attendance processes and effective communication with students, parents and carers to support strong attendance practice and student wellbeing.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative,



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supportive environment that enables shared success and strong outcomes for all. Legacy relationship detail: main contacts include teachers, support staff, parents, students and outside agencies.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Support the school attendance team by providing accurate, timely and confidential administrative support that contributes to effective attendance processes and helps students access learning consistently.
- Produce and send standard attendance letters through the school's e-communication system and by post, supporting clear and timely communication with parents and carers.
- Input and manage student data accurately, maintaining reliable attendance information to support school monitoring and follow-up.

Assessment

- Maintain attendance-related records and filing systems accurately, ensuring information is available to support review, monitoring and decision-making.
- Support the preparation and administration of attendance information as required by the school attendance office.



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Behaviour Management and Student Wellbeing

- Support attendance office processes that help the school identify, monitor and respond to attendance matters affecting students.
- Handle attendance-related information with confidentiality, accuracy and sensitivity.

Pastoral and Inclusion

- Provide administrative support that enables the attendance team to communicate effectively with students, parents, carers, colleagues and outside agencies.
- Take minutes when required, ensuring accurate records of relevant meetings are maintained.

Trust Culture

- Work professionally and collaboratively with colleagues, parents, carers, students and outside agencies.
- Uphold Maiden Erlegh Trust's commitment to safeguarding, equality and promoting the welfare of children and colleagues.
- Contribute to an efficient, effective and confidential attendance office service.

Other

- Undertake photocopying as required by the school attendance office.
- Carry out any other tasks that sit within the school attendance office as directed by the Attendance Officer.
- Report to the Attendance Officer.

Other requirements and responsibilities

Level of DBS required: Enhanced with Children's Barring List.

Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and staff. We are also committed to being ambitious for all and supporting everyone to reach their full potential. All employees of the Trust are expected to share these commitments. All posts



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require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.