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Turing House School, 221a Hospital Bridge Rd, Whitton TW2 6LH

Attendance Administrator

Contract: Full time, Fixed term, Term Time Only

Salary: NJC Scale 6–9 (Outer London): £29,856 – £31,158

Job Profile

Core Purpose

We are seeking a passionate and dedicated Attendance Administrator to join our vibrant secondary school community on a fixed term contract. To provide efficient and effective administrative support to improve pupil attendance, ensure accurate record keeping, and contribute to a positive school environment. You will work closely with staff, parents, and pupils to promote excellent attendance and punctuality.

Key Responsibilities

- Monitor daily attendance, follow up on absences, and ensure registers are accurately maintained.
- Produce regular attendance reports for leadership and statutory returns.
- Support interventions to improve attendance and punctuality.
- Maintain up-to-date records on the school's management information system.
- Respond promptly to attendance-related queries from staff, pupils, and parents.
- Assist with the administration of statutory attendance procedures, including penalty notices.
- Maintain confidentiality and adhere to all safeguarding protocols.
- Support the wider administration team as required.

Safeguarding

- The role involves regular contact with children and is engaging in regulated activity relevant to children.
- All staff are expected to adhere to the requirements set out in Keeping Children Safe in Education (KCSIE).



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- All appointments will be subject to a satisfactory completion of safeguarding checks.

Person Specification

Qualifications and Training

- GCSEs (A*-C/9-4) in English and Maths or equivalent.
- Evidence of relevant training in administration or data management (desirable).

Experience

- Previous experience in a school or busy office environment.
- Experience with attendance systems or school MIS
- Experience working with sensitive data and maintaining confidentiality.

Skills and Knowledge

- Excellent IT skills, including Microsoft Office Suite.
- Ability to use and maintain data management systems.
- Knowledge of statutory attendance procedures and safeguarding requirements.
- Strong written and verbal communication skills.
- Ability to prioritise tasks and manage workload effectively.

Personal Qualities

- High level of accuracy and attention to detail.
- Commitment to promoting high standards of attendance and punctuality.
- Ability to build positive relationships with pupils, parents, and staff.
- Professional, approachable, and resilient.
- Commitment to upholding the ethos and values of Turing House School.
- Willingness to undertake further training as required.