



Job Description: Admissions and Attendance Officer

The Wells Free School: 39 weeks (38 weeks + 1 summer week); 15 hours per week KR4

Responsible to: School Business Manager

Key duties and responsibilities:

1. Maintain accurate attendance data on Arbor by managing communication from parents
2. Monitor daily attendance and follow the attendance policy procedures regarding pupils' attendance including first day attendance response
3. Report on attendance percentages by key group to the Head Teacher at the end of each half term
4. Be responsible for new Reception admissions to the school
5. Maintain the school's waiting lists and manage in-year admissions ensuring all vacancies are filled in a timely manner and liaise with the Head Teacher and School Business Manager regarding any unfilled places
6. Organise tours for prospective pupils and their parents
7. Ensure all new pupils receive a welcome pack and have access to all online learning platforms.
8. Ensure all pupils have a file that is up to date and adheres to school guidelines
9. Ensure leavers pupil files are sent to the new school and safeguarding procedures are completed

Other general responsibilities:

1. To undertake any reasonable request from the Head Teacher, School Business Manager and other members of the Senior Leadership Team
2. Commitment to the safeguarding and welfare of all pupils
3. Ensure that all school matters are handled with sensitivity to confidentiality particularly with regards to GDPR
4. Contribute to the overall ethos/work/aims of the Free School
5. To be aware of and comply with all policies and procedures