



**Job Description:** Attendance Officer/Receptionist with Admin Duties

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**School:** St Mildred's Primary School  
**Grade:** Kent Range 3  
**Hours:** 30 hours a week Term Time Only

**Responsible to:** Business Manager/Heads of School

**Purpose of the Job:**

To promote excellent attendance and punctuality to reduce absence levels

**Attendance Officer Key Duties and Responsibilities:**

- To maintain confidentiality at all times in respect of school-related matters and adhere to GDPR protocol to prevent disclosure of confidential and sensitive information.
- The ability to cope with conflicting demands, deadlines and interruptions and work to deadlines in a methodical manner observing confidentiality at all times.
- To liaise with staff, the Local Authority, relevant outside agencies as well as parent/carers to improve and maintain attendance and punctuality.
- To ensure that attendance registers are completed accurately. Follow the school's first day calling procedures to ensure there are no missing marks or unexplained absences.
- Use the school management information system to produce reports for the SLT and interpret the information relating to attendance patterns and breakdown of vulnerable groups e.g. LAC, EAL, PP, FSM etc.
- Refer Children Missing Education in line with statutory guidance.
- Complete and return Persistent Absence data to the Local Authority.
- Maintain general administrative filing and paper and computer-based records to ensure data can be extracted easily when required.
- Update Attendance Policy, in conjunction with the Head of School and Business Manager.



### **Receptionist Key Duties and Responsibilities**

- Provide a friendly, welcoming, first point of contact for parents/carers, visitors and staff.
- Ensure that visitors sign in and are issued with a visitor badge. Direct them to their appropriate destination or inform the member of staff of their arrival. Arrange refreshments when necessary.
- Undertake general office duties including; filing, collating, parent/carer communications, photocopying, scanning.
- Undertake general typing tasks including maintenance of spreadsheets, newsletters etc.
- Help to update the school website.
- Assist with all aspects of pupil admissions to the school and responsible for any casual in year applications and maintain the waiting lists.
- Keep an accurate record of pupils who have school dinners, informing the Catering Manager on a day-to-day basis of the numbers who will be eating a school dinner. Keep an accurate record of free school meal eligibility.
- Liaise with teaching staff in preparation for Educational Visits.
- Responsible for the administration of the school breakfast and after school clubs and all external after school clubs.
- Take in deliveries, check the contents and unpack if required. Pass on the delivery note to the Business Manager and inform the relevant staff receipt of goods.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such duties as are reasonably relevant with the role.**

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the Heads of School any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person



**Person Specification: Attendance Officer/Receptionist with Admin Duties**

Summary of Job: To work as part of a school administration team to ensure effective working practices and efficient running of the school.

Applicants should describe in their application how they meet these criteria.

	<b>Essential</b>	<b>Desirable</b>
A good standard of education.	*	
Previous experience of working in an educational based environment.		*
Previous experience of undertaking administration duties within an office environment.	*	
Good ICT skills with previous experience of using Microsoft packages such as Word, Excel and Outlook and Management Information System.	*	
Excellent verbal communication skills for dealing with enquiries from pupils, teachers, parents, Governors and other visitors.	*	
Ability to work as part of a team.	*	
Experience of effectively using a range of specialist ICT packages to support different office functions, such as ParentPay or equivalent.		*
Ability to work on own initiative and prioritise workload.	*	
Ability to deal with conflict in a calm and controlled manner.	*	