



## **Job Description / Person Specification**

### **Attendance & Admissions Administration Assistant**

<b>School:</b>	<b>St Peter-in-Thanel CE Junior School</b>
<b>Grade:</b>	<b>KSB / C (Depending on experience)</b>
<b>Hours:</b>	<b>20 hours per week (39 weeks – Term Time and Insets)</b>
<b>Responsible to:</b>	<b>Office Manager</b>

#### **Purpose of the Job:**

To provide a comprehensive administrative service to the school, with a primary focus on attendance monitoring, admissions administration, and pupil records, ensuring efficient and effective support to staff, pupils, parents, and external agencies.

The role also includes acting as the first point of contact for visitors and parents, maintaining high standards of professionalism, safeguarding, and confidentiality at all times.

#### **Key duties and responsibilities:**

##### **Attendance Management**

- Accurately record pupil attendance, absences, and late arrivals on the school MIS (e.g., Arbor).
- Ensure all reasons for absence are recorded and follow up unexplained absences, including first-day contact with parents/carers.
- Monitor attendance patterns and identify concerns, referring to the Pastoral Team or Senior Leadership Team where appropriate.
- Produce attendance reports and provide data analysis to support school improvement.
- Liaise with parents, carers, KCC local authority, and external agencies to support pupil attendance.
- Support early identification of barriers to attendance and contribute to intervention strategies.
- Ensure attendance procedures comply with school policies and safeguarding requirements.
- Support with welfare, pastoral issues linked to attendance

##### **Admissions Administration**

- Manage all administrative processes relating to pupil admissions.
- Maintain and update waiting lists in accordance with admissions policies.
- Prepare and issue offer letters, correspondence, and information packs.
- Arrange and support school tours and meetings with prospective parents.
- Liaise with feeder schools, destination schools, and local authority admissions teams.
- Maintain accurate pupil records and ensure timely transfer of information.

##### **In addition:**

- Provide a front of house reception service to the following stakeholders – pupils, staff, parents and carers, visitors to the school and volunteers.
- Administrative support e.g., photocopying, filing, banking, emailing, completion of routine forms, administration relating to school matters.
- Input orders on FMS.

- Process the online payments made via school comms onto FMS
- Process the banking journal onto FMS.
- Send messages and emails to parents via the School Communication System.
- To hold an up-to-date first aid certificate and treat minor injuries.
- Update manual and computerised records/management information systems.
- Provide admin support to SENCo/Dep Head

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time by the Office Manager without change to the level of responsibility appropriate to the grade of post.

## **Person Specification**

### **Qualifications**

- Level 2 qualification (or equivalent) in administration or relevant field.

### **Experience**

- Experience working in a school or administrative environment.
- Experience of handling data, reports, and correspondence.
- Experience working with senior staff or external stakeholders (desirable).

### **Skills and Abilities**

- Excellent organisational and time management skills.
- Strong communication and interpersonal skills.
- Ability to manage multiple priorities and meet deadlines.
- Competent in IT systems including MIS (SIMS/Arbor), Microsoft Office.
- Ability to maintain accurate records and handle sensitive information.
- Strong attention to detail and problem-solving skills.

### **Knowledge**

- Understanding of school administrative systems and procedures.
- Awareness of safeguarding, data protection, and confidentiality requirements.
- Knowledge of attendance and admissions processes (desirable).
- Awareness of pupil medical administration requirements (desirable).