# 

**Job Description**

**Location** – King’s Academy Meadow Vale

**Job Title -** Attendance and Admissions Officer

**Reporting to:** School Business Manager

This role has no line management or budget responsibility

**Main Job Purpose**

* To provide effective and efficient clerical and welfare support to the school, including management of attendance.
* Under the direction/instruction of the Headteacher/School Business Manager to provide routine general clerical/administrative support.
* To act as a polite, well-mannered link between the staff (teaching and support) and the customer (parents, pupils and visitors), by providing a courteous reception service both face to face and to personal callers.
* To operate the school’s switchboard and cover all aspects of work in relation to school pupil admissions, pupil database and attendance.

**Responsibilities/duties/activities**

· Liaise with the Education Welfare Officer regarding pupils’ attendance and absence

* Provide weekly attendance reports to the leadership team

· Provide reception/telephonist function, deal with routine enquiries and sign in school visitors, ensuring safeguarding procedures are followed

· Deal with visiting parents’ queries whenever possible and obtaining information required

· Ensure parents/carers sign to take any pupil out of school for any reason – notify teachers and collect individuals where necessary

· Provide general administrative support e.g. photocopying, filing, e-mailing, and the completion and processing of routine forms

· Provide administrative assistance to the Headteacher and other senior staff as required

* Maintain manual and computerised record/information systems, including input and collation of information for Arbor

· Maintain pupil records and filing systems

· Undertake routine administrative tasks e.g. registers/school meals

· Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person

· Actively support the school’s equal opportunities policies

· Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as require

· Be aware of and take part in the school’s performance management framework and participate in training and development activities as required

· Such other duties as may from time to time be necessary, compatible with the nature of the post

Safeguarding

* Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
* Ensure all issues relating to pupils are reported immediately to the delegated member of staff
* Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security

* Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
* Ensure concerns are reported immediately to the delegated member of staff
* Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equity, Diversity & Inclusivity

* Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

**Person Specification**

Experience, Skills & Knowledge

* Essential

Knowledge of implementing a range of administrative procedures, including use of relevant ICT packages and systems.

Knowledge and skills equivalent to national qualifications level 2

Experience of general administrative work in a small team setting.

Knowledge of basic first aid.

Able to follow administrative procedures, understand and follow instructions.

Able to work with IT based finance systems.

Able to relate well to children and adults. Deal sensitively with parent, pupils and colleagues in person and by telephone.

Able to prioritise own workload and work to competing deadlines.

Able to work on own initiative and constructively as part of team.

Good personal communication skills.

Committed to equality of opportunity

Ability to maintain strict confidentiality of information received and processed as part of the job role

Participate in training and development opportunities

Suitability to work with children

* Desirable:

Arbor Experience

Experience of working in a school/learning environment

Experience of Reception duties

***Date reviewed****: September 2025*