

WE'RE HIRING



Attendance, Admissions and Administration Officer Salary:

Job Responsibilities:

- Lead and manage pupil attendance processes, promoting excellent attendance, punctuality and safeguarding across the school.
- Coordinate Nursery, Reception and in-year admissions, supporting families and ensuring all statutory and school admission requirements are met.
- Maintain accurate pupil records and produce attendance and admissions data, reports and analysis for school leaders and external agencies.
- Provide a professional, welcoming and efficient administrative service for pupils, parents, staff and visitors.
- Build positive relationships with families, staff and external partners to support pupil wellbeing, successful transitions and the smooth day-to-day operation of the school.

Requirements:

- Administrative experience in a busy environment, preferably in Education.
- Strong organisational and time-management skills.
- Proficiency in Microsoft Office, Google Workspace, and databases; preferably used Arbor.
- Strong communication skills, professionalism, and commitment to safeguarding and school life.
- Strong attention to detail and accuracy.
- Experience of maintaining accurate records and producing reports.

Benefits:

- Welcoming and collaborative team including SLT
- Committed and motivated staff
- Very supportive families and governing body
- Personalised continuing professional development with high expectations that everyone learns, grows and achieves

Interested in finding out more? We encourage a conversation with the Office Manger or a school visit. Please contact the school office to arrange.

Email: admin.aldersbrook@redbridge.gov.uk



Thank you for expressing an interest in the role of Attendance, Admissions and Administration Officer at Aldersbrook Primary School.

We are an ambitious community, nurturing brave, lifelong learners in a culture where every child can thrive.

Our vision is at the heart of everything we do and shapes the experiences we create for our pupils, families and staff.

Ambition

We have high aspirations for every child and every member of our team. We foster a love of learning, encourage everyone to be the very best version of themselves and continually improve through research-informed practice. We believe that every child can flourish and are equally committed to supporting the professional growth and development of our staff.

Bravery

We value courage in all its forms. We encourage children and adults alike to embrace challenge, learn from mistakes and develop the confidence to take risks, innovate and grow. Through resilience, independence and self-belief, we empower our community to achieve more than they thought possible.

Community

Belonging is at the heart of our school. We are committed to creating an inclusive environment where everyone feels seen, valued and respected. Through kindness, strong partnerships and a shared sense of responsibility, we work together to ensure that every child, family and colleague is supported to succeed.

If you are passionate about making a lasting difference, share our commitment to excellence and want to be part of a collaborative and forward-thinking team, we would love to hear from you.



“We are seeking to appoint an enthusiastic, organised and dedicated Admissions, Attendance and Administrative Officer to join our supportive school community. We are looking for a highly motivated professional with excellent organisational skills, strong attention to detail and a commitment to delivering an efficient, welcoming and responsive administrative service. The successful candidate will demonstrate outstanding communication and interpersonal skills, manage admissions and attendance processes effectively, and provide high-quality administrative support that helps ensure our school runs smoothly. As the first point of contact for many families and visitors, you will play a key role in creating a positive, professional and welcoming environment where every child and family feels valued. **Krishna Gandhi, Headteacher**

About Aldersbrook Primary School

We are situated at the heart of the Aldersbrook community, surrounded by Wanstead Park, which forms part of Epping Forest. Aldersbrook is a local authority, co-educational, three-form-entry school for children aged 5 - 11, plus part-time nursery places. Outside we have two large playgrounds with safe climbing apparatus, seated areas, markings for games, trees and flower beds. We also have an allotment in which the children take an active role in planting and growing their own vegetables and flowers. We make the school a stimulating and lively place to learn and encourage the children to take pride in the buildings and grounds.

We have high expectations of behaviour and we achieve this through a positive praise approach with our core values: Curiosity, Independence, Confident and Involved as well as our school rules of Ready, Respectful and Safe. Our code of conduct has a clear system for rewards and consequences. We ask that all parents / carers support us by supporting our school rules and behaviour policy.

Equal Opportunities The staff and governors are committed to ensuring that all children and adults at Aldersbrook are given access to equal opportunities. Our equality statement can be found on our school website.

About you: Personal Attributes

We are looking for a positive, ambitious and highly organised professional who strives to be better every day and brings the same commitment to excellence to those around them. You will be proactive, approachable and efficient, with excellent attention to detail and the ability to manage competing priorities in a busy school environment. You will bring resilience, professionalism and a strong work ethic, alongside a genuine commitment to providing an outstanding service to pupils, families and colleagues. A collaborative, team-focused approach and the ability to build positive relationships with staff, parents, carers and external agencies are essential.

Application and Recruitment Process

To apply for the role of Attendance, Admissions and Administration Officer at Aldersbrook Primary School, please complete the application form in full and submit a supporting statement.

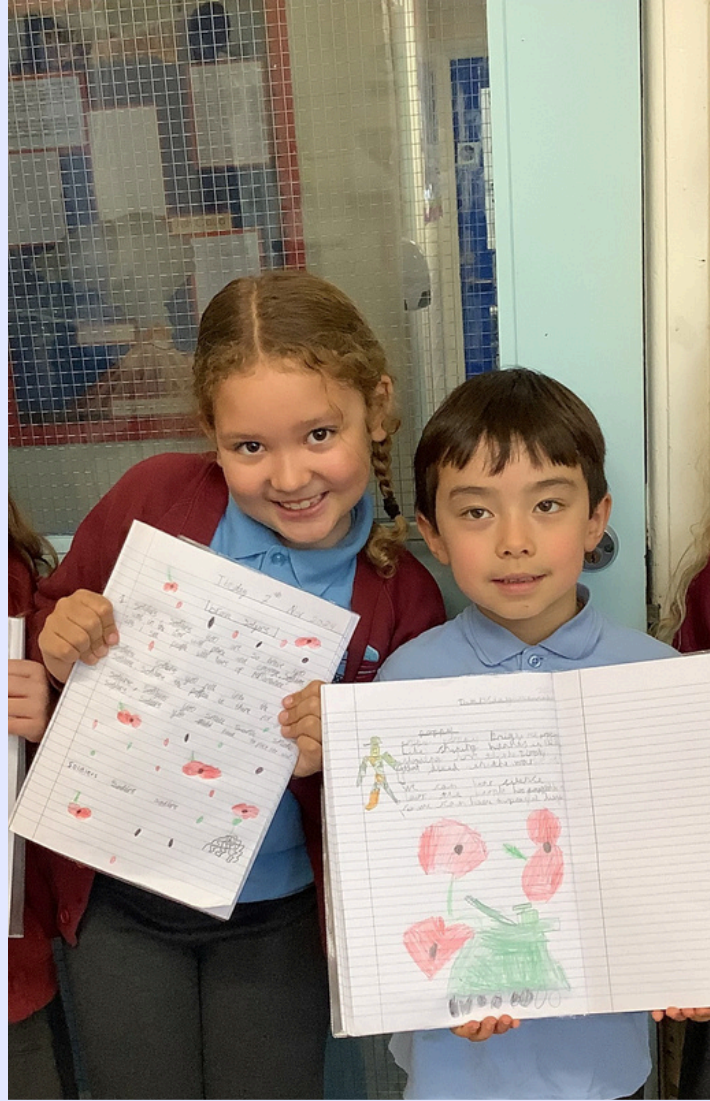
Your supporting statement should clearly demonstrate how you meet the person specification and the requirements of the role. We recommend addressing key areas such as your experience of school administration, managing admissions and attendance processes, maintaining accurate records, providing excellent customer service, and communicating effectively with pupils, families, staff and external agencies. You should also highlight your organisational skills, attention to detail, ability to manage competing priorities, commitment to confidentiality, and your contribution to creating an efficient, welcoming and inclusive school environment.

The closing date for applications is **12 noon on Friday 10th July 2026**. Please note that shortlisting may take place on a rolling basis before the closing date so early applications are strongly encouraged. Interviews will also be held on a rolling basis. If a candidate is successfully appointed, the closing date for applications will terminate early.

We want our school to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiversity communities to make a real difference to our community so that equalities and justice remains at the heart of everything we do

Aldersbrook Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Safeguarding and child protection policy. As part of our recruitment process, we reserve the right to carry out online and social media checks on shortlisted applicants. The recruitment panel may take this information into account during shortlisting or at interview. The successful candidate will also be subject to:

- Enhanced Disclosure and Barring Service (DBS) check
- Employment and medical checks
- Two positive references, including one from your current or most recent employer



Thank you for expressing an interest to work at Aldersbrook Primary School as a Attendance, Admissions and Administration Officer

