

Aldersbrook Primary School - Job Description

Job Title: Attendance, Admissions and Administration Officer

Hours: 36 hours per week, 44 weeks per year

Reports To: Office Manager

Grade: LBR 4 (18-21)

Purpose of the Role

To play a key role in supporting the smooth and effective operation of the school through the management of pupil attendance, admissions and administrative processes.

The Attendance, Admissions and Administration Officer will work proactively with pupils, families and staff to promote excellent attendance, remove barriers to learning and ensure that every child has the opportunity to thrive. The postholder will provide a high-quality administrative service, coordinate admissions processes, maintain accurate pupil records and contribute to the efficient day-to-day running of the school.

Through positive relationships, high expectations and a solution-focused approach, the role will support the school's vision of nurturing brave, lifelong learners in a community where all children thrive.

Key Responsibilities

Attendance and Pupil Welfare

Daily Responsibilities

- Monitor and maintain accurate pupil attendance and punctuality records using the school's Management Information System (MIS).
- Manage first-day absence procedures, including contacting parents and carers regarding unexplained absences.
- Monitor attendance email inboxes and respond appropriately.
- Check registers for missing marks and take appropriate action.
- Record absences using the appropriate attendance codes.
- Maintain records of late arrivals and early collections.
- Record attendance-related communications and concerns on relevant safeguarding systems.
- Ensure timely follow-up of unexplained absences in line with safeguarding procedures.

Ongoing Responsibilities

- Monitor whole-school attendance, persistent absence and punctuality trends.
- Identify pupils requiring support with attendance and punctuality.
- Maintain accurate records of communication with families regarding attendance concerns.
- Support the implementation of attendance improvement plans.
- Liaise with senior leaders, SENDCo, pastoral staff, Education Welfare Officers and external agencies to improve attendance outcomes.
- Meet with families where attendance concerns arise and provide advice, guidance and support to improve attendance and punctuality.
- Produce attendance reports and analysis for school leaders, governors and external agencies.
- Assist with the administration of authorised and unauthorised leave requests.
- Support the administration of penalty notices where applicable.
- Promote a positive culture of attendance through communication, rewards and family engagement initiatives.
- Produce attendance trend data and reports to support strategic decision-making and statutory reporting.

Admissions Administration

Nursery Admissions

- Manage the end-to-end admissions process for the school's Nursery provision.
- Act as the first point of contact for prospective Nursery families, providing information regarding admissions procedures and eligibility.
- Coordinate Nursery admissions in accordance with the school's admissions policy and published timelines.
- Work closely with the Early Years Lead and Nursery team to coordinate admissions, transition arrangements, induction activities and the smooth onboarding of new pupils and families.
- Maintain and manage Nursery waiting lists, ensuring records remain accurate and up to date.
- Process applications, prepare offer letters and issue admission documentation.
- Organise and administer Nursery induction events, transition meetings and parent information sessions.
- Ensure all admission forms, permissions, medical information and pupil records are completed prior to admission.
- Manage the collection, verification and recording of Nursery funding information and eligibility documentation where required.
- Maintain accurate records on Local Authority Nursery portals and complete required returns within deadlines.

- Support smooth transition arrangements between Nursery and Reception.

Reception Admissions

- Coordinate the school's Reception admissions process in line with Local Authority procedures and published admission arrangements.
- Act as the main point of contact for families offered a Reception place, providing support and guidance throughout the admissions process.
- Liaise closely with the Local Authority regarding offers, acceptances, waiting lists, vacancies and pupil transfers.
- Work closely with the Early Years Lead, Reception teachers and wider Early Years team to coordinate admission arrangements, transition activities and induction programmes for new pupils and families.
- Organise Reception induction events, transition meetings and parent information sessions.
- Coordinate transition arrangements with feeder nurseries, pre-schools and relevant professionals.
- Ensure all admission requirements are completed, including collection of pupil information, permissions and supporting documentation.
- Ensure all new pupils are accurately entered onto the school's MIS prior to admission.
- Share relevant pupil information with class teachers, SENDCo, safeguarding leads and other appropriate staff.
- Maintain accurate records and follow up any missing information promptly.

In-Year Admissions and Pupil Transfers

- Process all in-year admissions and leavers in accordance with Local Authority guidance and school procedures.
- Administer Common Transfer Files (CTFs) and ensure the secure transfer and receipt of pupil records.
- Maintain accurate on-roll and off-roll records and admissions tracking systems.
- Chase outstanding records and documentation from previous schools where necessary.
- Coordinate the transfer of Year 6 records and documentation to receiving secondary schools.
- Ensure pupil records are maintained accurately and in accordance with statutory requirements.

Admissions Compliance and Reporting

- Maintain full and accurate pupil records, both electronic and paper-based where required.

- Complete admissions-related returns and reporting requirements for the Local Authority, Department for Education and other agencies.
- Maintain admissions databases, waiting lists and tracking spreadsheets.
- Ensure all admissions documentation, prospectuses and information packs remain up to date.
- Arrange and support school tours for prospective families.
- Meet and greet prospective parents and carers and respond to admissions enquiries in a professional and welcoming manner.
- Produce admissions reports and analysis for senior leaders and governors as required.
- Ensure all admissions processes are compliant with statutory guidance, Local Authority requirements and school policies.

Administration and Reception Support

- Provide a professional, welcoming and efficient front-of-house service for pupils, parents, visitors and staff.
- Manage telephone, email and face-to-face enquiries.
- Provide exemplary customer service and resolve routine queries sensitively and professionally.
- Support school communications including letters, newsletters, mail merges and parent correspondence.
- Maintain filing systems, databases and administrative records.
- Undertake general clerical duties including photocopying, scanning, filing and document preparation.
- Support the administration of educational visits, clubs, wraparound provision and other school activities.
- Process payments, refunds and administrative tasks associated with school activities.
- Assist with maintaining evacuation folders and emergency contact information.
- Ensure the reception and office areas remain organised and welcoming.
- Provide administrative support to school leaders and wider staff as required.
- Cover reception duties when required.

Data Management and Compliance

- Maintain confidentiality at all times and comply with GDPR and data protection requirements.
- Ensure pupil records are accurate, complete and securely maintained.
- Support statutory returns and reporting requirements.
- Produce attendance, admissions and administrative reports as required.
- Ensure compliance with school policies and procedures.
- Maintain accurate records to support audits and inspections.

General Responsibilities

- Promote and safeguard the welfare of children and young people.
- Comply with all school policies and procedures, including safeguarding, health and safety, equality and data protection.
- Build positive relationships with pupils, families, staff and external agencies.
- Promote the school's values, ethos and strategic priorities.
- Participate in training, appraisal and professional development activities.
- Work collaboratively as part of the wider school team.
- Contribute to the continuous improvement of systems and processes.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Person Specification

Essential

- Experience of working in a busy administrative environment.
- Excellent organisational and time-management skills.
- Strong written and verbal communication skills.
- Ability to build positive relationships with children, families, staff and external agencies.
- Experience of handling sensitive and confidential information.
- Competent user of Microsoft Office, Google Workspace and database systems.
- Ability to prioritise competing demands and work effectively under pressure.
- Strong attention to detail and accuracy.
- Experience of maintaining accurate records and producing reports.
- Commitment to safeguarding and promoting the welfare of children.

Desirable

- Experience of attendance, admissions or educational administration within a school.
- Experience of Nursery, Reception or in-year admissions processes.
- Experience of using Arbor, SIMS or another school MIS.
- Knowledge of attendance legislation, guidance and procedures.
- Understanding of Local Authority admissions processes.
- Experience of working directly with parents and external agencies to improve pupil outcomes.

School Values

Ambition

Promotes excellent attendance, engagement and inclusion, ensuring every child has the best opportunity to achieve their potential.

Bravery

Works proactively with families and external agencies to address barriers to attendance and support positive change.

Community

Builds strong relationships between school, families and external partners to ensure all children feel supported, included and able to thrive.