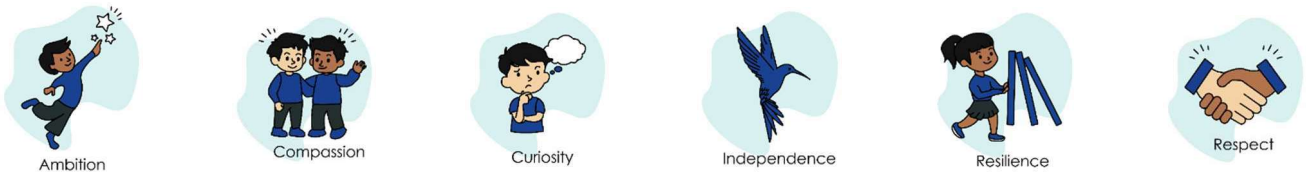
At Roding, we are 'Free to Achieve.'



ADMINISTRATION & ORGANISATION (Attendance/Admissions) LBR4

Grade: **LBR4**
Responsible to: **School Business Manager/Headteacher**
Purpose of the Role: **Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.**

Join Our Team at Roding Primary School!

Are you organised, approachable and committed to making a difference to children and families? Do you enjoy working with people, managing information and making sure that important processes are completed accurately and efficiently?

If so, Roding Primary School could be the place for you!

We are looking for a dedicated and enthusiastic **Administration & Organisation (Attendance/Admissions)** professional to join our supportive school team.

This is an important role within our school office, working closely with the School Business Manager, Headteacher and wider leadership team. You will play a key part in ensuring that our attendance and admissions processes run smoothly, our pupil records are accurate and up to date, and our families receive a welcoming and helpful service.

You will have the opportunity to:

- Monitor and support whole-school attendance, punctuality and persistent absence, working positively with families to encourage good attendance.
- Liaise with parents, carers, staff, the Local Authority and external agencies where appropriate.
- Support the school's admissions process, including Nursery, Reception and mid-year admissions, waiting lists, leavers and transfers.
- Maintain accurate pupil records and information using our school systems, including Arbor.
- Analyse attendance and other pupil data and produce reports to support school leaders and governors.
- Support the organisation of school trips, clubs and other school activities.
- Provide a friendly and professional reception service to pupils, parents, visitors and colleagues.
- Provide wider administrative and organisational support across the school.

We are looking for someone who is **organised, reliable and confident**, with excellent attention to detail and the ability to manage a busy workload. You will need to communicate well with children and adults, work constructively as part of a team and be confident using IT and administrative systems.

Most importantly, you will share our commitment to our core values:

Ambition | Compassion | Curiosity | Independence | Resilience | Respect

What We Offer:

- Incredibly polite, enthusiastic children who have a thirst for learning.
- Supportive parents and governors who have a passion for progress.
- The opportunity to work in a truly inclusive setting, ensuring every child and family feels welcomed and supported.
- A supportive and collaborative team that values your contribution and professional development.
- The opportunity to develop your knowledge and experience across attendance, admissions, pupil data and wider school administration.

What Ofsted Say About Us:

- "Pupils flourish in this welcoming and inclusive school that fosters friendship."
- "The school sets high standards for pupils to learn well and succeed."
- "Staff are happy and proud to work here. They appreciate the efforts the school makes to reduce their workload and promote their well-being."

November 2024

Visits to the school are warmly welcomed and encouraged. Please contact the school office, who will be happy to arrange a mutually convenient time for a visit.

If you would like to apply, please complete the application form, available on our school website, and return it as soon as possible to **admin@rodingprimary.co.uk**. Please save your application using your name and the post title.

If you would like to find out more about the role before applying, please feel free to contact Caroline Durrance, School Business Manager, by email at **admin@rodingprimary.co.uk**. We would be very happy to hear from you.

Our commitment

Roding Primary is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Closing date: Sunday 22nd November 2026 at 4pm

Interviews to be held on: Thursday 26th November 2026