

ATTENDANCE AND ADMISSIONS OFFICER

Responsible to: Office Lead

Job Purpose

Maple Grove Primary School is seeking a highly organised, proactive and professional Attendance and Admissions Officer to support pupil achievement through effective attendance management and the efficient administration of admissions.

The postholder will play a key role in promoting excellent attendance and punctuality, coordinating admissions and pupil transitions, maintaining accurate pupil records, and building positive relationships with families. The successful candidate will ensure compliance with statutory requirements while providing a welcoming and professional service to pupils, parents, staff and external agencies.

Key Responsibilities

1. Attendance Management and Improvement

- Maintain accurate pupil attendance and punctuality records using Arbor.
- Monitor daily attendance, lateness, absences and early departures.
- Follow up unexplained absences promptly in line with safeguarding procedures.
- Promote high standards of attendance and punctuality across the school.
- Identify pupils at risk of persistent absence and coordinate early intervention strategies.
- Support attendance clinics and meetings with families.
- Develop and implement attendance initiatives and reward systems.
- Produce weekly, termly and ad hoc attendance reports for the Senior Leadership Team and external agencies.
- Liaise with the Local Authority regarding statutory attendance requirements.
- Support staff in the effective use of attendance systems.
- Operate late arrival procedures and maintain accurate records.

2. Attendance Monitoring and Family Engagement

- Analyse attendance data to identify trends and concerns.
- Work collaboratively with staff, parents/carers and external professionals to develop attendance action plans.
- Provide guidance and support to families to overcome attendance barriers.
- Conduct home visits where appropriate.
- Promote positive engagement and inclusion across the school community.

3. Admissions and Transition

- Coordinate the administration of Nursery, Reception and in-year admissions.
- Maintain accurate pupil records and ensure the secure transfer of information.
- Act as the main point of contact for admissions and attendance enquiries.
- Organise induction and transition arrangements for new pupils and families.
- Provide administrative support for admissions events and pupil onboarding.

Maple Grove Primary School - Attendance and Admissions Officer

4. Data Management and Administration

- Maintain accurate pupil data, including attendance, Free School Meals and Pupil Premium records.
- Ensure the secure storage and transfer of information in line with GDPR.
- Prepare attendance data for reports and meetings.
- Monitor completion of registers and support improvements to attendance processes.
- Maintain emergency attendance documentation.

5. Student Support and Inclusion

- Work collaboratively with pastoral, SEND and safeguarding teams.
- Support pupil engagement and wellbeing through effective attendance practices.
- Maintain accurate records of attendance interventions and support strategies.
- Promote inclusion and positive attitudes towards learning.

6. Collaboration and Communication

- Work closely with the Senior Leadership Team, Office Lead and teaching staff.
- Maintain effective communication with parents and carers.
- Liaise with the Local Authority, feeder schools and external agencies.
- Build positive relationships between families and the school community.

7. Safeguarding and Compliance

- Adhere to safeguarding, child protection, health and safety, equality and GDPR policies.
- Work under the direction of the Designated Safeguarding Lead (DSL).
- Record and escalate safeguarding concerns appropriately.
- Attend safeguarding meetings where required.
- Maintain confidentiality at all times.

8. Professional Responsibilities

The postholder will:

- Contribute positively to the ethos and values of Maple Grove Primary School.
- Attend meetings, training and professional development activities.
- Maintain up-to-date knowledge of attendance and admissions guidance.
- Support school improvement priorities.
- Undertake additional duties appropriate to the role as reasonably requested.
- Undertake First Aid and Fire Warden duties where required.

Working Relationships

- Daily contact with pupils, parents, staff and visitors.
- Regular liaison with the Local Authority and external agencies.

Creativity and Initiative

The postholder will prioritise workload effectively, demonstrate initiative and contribute ideas to improve attendance outcomes, admissions processes and family engagement.

Maple Grove Primary School - Attendance and Admissions Officer

General Information

This job description outlines the principal duties of the role and is not exhaustive. Responsibilities may be reviewed and amended, in consultation with the postholder, to meet the evolving needs of the school.

Safeguarding Statement

Maple Grove Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.

This post is subject to an Enhanced DBS check and satisfactory pre-employment clearances in line with safer recruitment practices.

Person Specification

Attendance and Admissions Officer

The successful candidate will demonstrate the following qualifications, skills, knowledge and personal attributes.

1. Qualifications and Training

Criteria	Essential	Desirable
GCSEs (or equivalent) including English and Mathematics at Grade 4/C or above	✓	
Relevant administrative or business administration qualification		✓
Training related to attendance, safeguarding or admissions processes		✓
First Aid qualification (or willingness to train)		✓
Fire Warden qualification (or willingness to train)		✓

2. Experience

Criteria	Essential	Desirable
Experience working in an administrative or operational role	✓	
Experience working in a school or education setting	✓	
Experience managing attendance data or pupil records	✓	
Experience supporting admissions processes	✓	
Experience working with families and external agencies	✓	
Experience using Arbor or other Management Information Systems (MIS)		✓
Experience organising meetings, attendance panels or transition arrangements		✓

3. Knowledge and Understanding

Criteria	Essential	Desirable
Understanding of the importance of attendance and its impact on pupil outcomes	✓	
Knowledge of safeguarding responsibilities within schools	✓	
Understanding of data protection and GDPR requirements	✓	
Awareness of admissions processes and statutory requirements	✓	
Understanding of inclusion, equality and diversity in education	✓	
Knowledge of Local Authority attendance procedures		✓

4. Skills and Competencies

Criteria	Essential	Desirable
Excellent written and verbal communication skills	✓	
Strong organisational and time-management skills	✓	
Ability to analyse attendance data and produce accurate reports	✓	
High level of accuracy and attention to detail	✓	
Ability to prioritise workload and meet deadlines	✓	
Strong interpersonal skills and ability to build positive relationships	✓	
Confident use of IT systems including Microsoft Office and Google Workspace	✓	
Ability to work independently and as part of a team	✓	
Problem-solving skills and ability to use initiative	✓	

Maple Grove Primary School - Attendance and Admissions Officer

5. Personal Qualities

Criteria	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children	✓	
Professional, approachable and positive manner	✓	
Proactive and organised approach to work	✓	
Ability to maintain confidentiality and professionalism	✓	
Resilient and calm under pressure	✓	
Commitment to the ethos and values of Maple Grove Primary School	✓	
Flexible and adaptable approach to changing priorities	✓	
A sense of humour		✓

6. Safeguarding Requirements

The successful candidate will:

Criteria	Essential	Desirable
Demonstrate a commitment to safeguarding and child protection	✓	
Understand professional boundaries and confidentiality	✓	
Be willing to undertake safeguarding training	✓	
Be subject to an Enhanced DBS check and safer recruitment checks	✓	

7. Other Requirements

Criteria	Essential	Desirable
Willingness to attend training and professional development	✓	
Ability to work flexibly to support admissions and attendance priorities	✓	
Commitment to equality, diversity and inclusion	✓	