

PAGET HIGH SCHOOL

**ADMISSIONS
AND
ATTENDANCE
ASSISTANT**

**February 2026
(Maternity Cover)**

01283 248800

office@paget.staffs.sch.uk

Burton Road, Branston, Burton-on-Trent

www.paget.staffs.sch.uk

ADMISSIONS AND ATTENDANCE ASSISTANT



Full Time - Term Time only
Band 5 SCP 6 - 9 £25,989 - £27,254
FTE
February 2026
Maternity Cover - two terms

We are seeking to appoint a motivated person who believes in the power of education to support our pastoral team.

Working with our existing admissions and attendance assistant, Heads of Year, pastoral staff and senior leaders, you will administer admissions and attendance systems and work directly with vulnerable students and those finding school challenging.

OUR SCHOOL COMMUNITY

Paget High School is situated in the Branston area of Burton upon Trent, with easy links to the A38. Our well maintained and equipped buildings are set in beautiful grounds that include an orchard and a working farm.

We serve a diverse community of approximately 700 students in Years 7-13.

Judged 'Good' by Ofsted in 2023, the governors and leadership team are determined that our students receive the best possible education.

We provide our staff with excellent ongoing professional development and are careful to consider wellbeing in our decision making.

You can expect excellent line management, coaching and mentoring, and a close and effective working relationship with Heads of Year.

HOW TO APPLY

You are welcome to have an informal conversation with a member of the team prior to applying, although this is not a requirement.

Contact office@paget.staffs.sch.uk if you would like to arrange a visit.

Complete your application through the TES. Ensure that you have not omitted any information. CVs will not be considered.

In support of your application, please use the supporting statement to describe how you meet the person specification, and how you would help us to ensure that all students receive the best possible education.

This statement should be no more than 1000 words.

Indicative Timetable

Closing Date: Friday 06th February

Paget High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

JOB DESCRIPTION

Purpose of role

Work with the Pastoral Team to improve attendance, and support the induction of new students at Paget High School.

Supporting pupils

Listen and respond to student concerns, including safeguarding concerns.

Supervise pupils during unstructured time and detentions.

Remove and supervise pupils from lesson in line with behaviour policy.

Provide basic first aid following training.

Supervise registration when required for absent form tutors.

Monitor lateness and truancy through patrolling the grounds and corridors.

Communication

Liaise with staff, parents and agencies.

Record behaviour incidents in line with

Communicate with parents by telephone, letter and email.

Arrange, attend and lead meetings with parents at school and at home.

Signpost students and families to support services as required.

Work closely with the safeguarding team to ensure a holistic view is maintained for all students with attendance concerns.

Administration

Complete routine administration of pastoral issues, including admission, attendance, and behaviour.

Attend appropriate briefings and meetings.

General

Promote and safeguard the welfare of children and young persons at Paget High School.

Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

Be aware of, support and ensure equal opportunities for all.

Participate in training and personal development as required.

Support colleagues in their professional development.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but, in consultation, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Education, Qualifications and Training

GCSE grade 4 or equivalent in English and Maths

Experience

Experience of working with secondary school students.

Experience of working with pupils with attendance issues.

Knowledge and skills

Excellent numeracy, literacy and IT skills.

Excellent interpersonal and communication skills.

Personal Qualities

Acts with integrity, enthusiasm and resilience.

Reflective and open to support.

Forms and sustains positive relationships with students, parents, colleagues and governors.

Prioritises, plans and organises themselves and others.

Methodical with a good attention to detail.