

**Post title:** Attendance and Admissions Officer  
**School:** West Town Primary Academy  
**Hours:** Term time plus 10 days (40 weeks)  
**Salary:** PCC Grade 5, points 5-7 (£18,795 - £19,554 pro rata)  
**Line Manager:** Office Manager

**Main purpose of job**

1. To maintain and manage attendance and admissions systems
2. To ensure effective communication between school and parents
3. To deliver relevant PA support to the principal, senior leadership and staff team where required

**Duties and responsibilities**

**1. Admissions**

- 1.1 Deal with day to day pupil admissions working with the LA and the Trust
- 1.2 Liaise with parents, teachers, pupils and other primary/secondary schools
- 1.3 Maintain pupil records
- 1.4 Administer the smooth running of Year 6 transfers to secondary schools
- 1.5 Collate new reception intake information
- 1.6 Produce reports and statistics for pupil admissions at the request of the Principal, Vice Principal, the Trust and the local authority personnel where applicable

**2. Attendance**

- 2.1 Co-ordinate all aspects of pupil attendance to include data, monitoring lateness, sickness and administering holiday requests working with the Trust and Inclusion team.
- 2.2 Ensure attendance issues are followed up in line with policy and safeguarding requirements.
- 2.3 Produce regular attendance reports, analyse attendance data and take required actions when triggers are met.
- 2.4 Communicate with parents, teachers and pupils as well as Trust Attendance and Welfare Officers and the LA Attendance Service.

**3. Administration and Communications**

- 3.1 Share reception duties with other team members to include answering the telephone, managing the diaries, communicating with stakeholders and school staff, being a point of contact for parents and visitors.
- 3.2 Carry out pupil census across the year in collaboration with the rest of the admin team.
- 3.3 End of year data processing including submitting the data to the DFE.
- 3.4 To draft and distribute the staff newsletter.
- 3.5 Carry out any other relevant duties for the Principal and Vice Principal.
- 3.6 Co-ordinate privilege awards.
- 3.7 Monitor and update the school website and facebook page.
- 3.8 Manage and organise time efficiently and effectively within a busy school office working in line with school policies and procedures.

The job description is subject to review and may be changed following consultation with the post holder.