Job Description: Attendance Admin Officer

Start Date:	November 2026
Responsible to:	Headteacher
Location:	Heathlands Primary School
Grade:	Grade 4 SCP 6-9 (£26,847 - £28,153 FTE)
Hours of work:	30 Hours per week, Monday-Friday - timings to be discussed at interview
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

Overall Purpose

- To provide an effective, efficient and confidential reception and administrative service to the school
- To encourage and maintain effective communication with parents, visitors, colleagues and pupils.
- To work individually, and as part of a team, to support the overall vision and values of the academy trust

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

General Duties

- To correspond with parents through letters, telephones and using various software packages
- Demonstrate appropriate communication styles to suit a variety of situations and different customer needs.
- Actively participate in training and other learning activities, and in performance management and development as required by the Trust's policies and procedures
- Undertake office duties to include, but not limited to, dealing with enquiries, word processing, filing, photocopying and any other school literature, updating the school website as required, to ensure emergency contact numbers are maintained.
- General office and secretarial duties to support the smooth running of the Academy as directed by the Headteacher as required.

Specific Duties

Working within the office team to:

Support the Leadership Team and Trust:

- Administration of the school and trust attendance policies, working with SLT to improve attendance of pupils.
- Administration of the pupil admissions process.
- Preparation and submission of the school census.
- Preparation of weekly / monthly / annual MIS returns for use by the HT and the SLT.

- Pupil administration both clerical and electronic. For example, accurate recording of pupil details on the MIS database, accurate completion of registers, school events or additional lessons or clubs as required.
- Working as a fire marshall for the office and undertaking necessary training

Support the pupils:

- First Aid and attending to personal hygiene and identified medical needs, as required. To undertake relevant training.
- Demonstrate respect for others through your professional interactions with pupils and by providing welfare support to pupils as required.
- Promote the children's emotional health and well-being, including reporting any safeguarding concerns to Senior Staff.

Support the Academy through

- Complying with, promoting and acting in accordance with all academy policies – in particular the Child Protection and Safeguarding Policy, Health and Safety Policy and the School's Code of Conduct. Reporting all accidents and concerns to relevant staff in a timely manner.
- Maintaining consistent working relationships with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Keeping confidentiality.
- To take part in training events, as appropriate, including safeguarding.
- Developing your effectiveness through updating your knowledge and skills, and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with your Line Manager.
- Making effective use of the development opportunities open to you.
- Communication with Trust staff, as appropriate.

Arrangements for Performance Management

- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

Whilst every effort has been made to explain the main duties and responsibilities of the Admin Officer role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Head of School.