



# THE TYRRELLS PRIMARY SCHOOL

## Admissions and Attendance Officer Job Description



**Job Title:** Admissions & Attendance Officer (Staff & Students)  
**Grade:** 2019 Band 3 (capped at Midpoint)  
**Reports to:** Headteacher  
**Liaison With:** Headteacher, Other staff, Pupils, Parents, External Agencies, Visitors, ECC Staff, Trust Staff, Governors  
**Job Purpose:** To ensure efficient and effective admissions and attendance procedures are in place and monitored closely for both staff and students.

### Duties

#### **Student Attendance/Admissions**

- To undertake all duties relating to pupil punctuality, attendance and general records.
- To be responsible for the Schools Absence email and contact parents/guardians on a daily basis concerning student absence.
- To lead upon monitoring, identifying and call back on pupil lateness/absence.
- To liaise with colleagues and Local Authority officers relating to both attendance and admissions, completing returns as required.
- To undertake all duties relating to pupil admissions to the school, including preparing paperwork for appeals hearings
- To input and ensure the accuracy of data onto the computer and SIMS systems.
- To effectively use SIMS facilities to ensure the production of customised reports, letters and documents as required for attendance.
- To operate and maintain appropriate databases and spreadsheets, as required by the Local Authority.
- To ensure that the Attendance Policy is reviewed annually and adhered to.
- To complete all School Census returns, ensuring that all SEND, FSM, CLA, Pupil Premium & Exclusion Information is kept up to date on SIMS before running the returns.
- To undertake reception duties, answering the telephone, taking and distributing messages as required.
- To take responsibility for dealing with complex enquiries relating to admissions and attendance
- Arrange for updating, publishing etc. of school handbook, prospectus and other documents, preparing and distributing admissions packs as required

#### **Personnel**

- To maintain manual and computerised personnel records (using SIMs.net)
- To be responsible for preparing all data for submission of Schools Workforce CENSUS, ensuring it meets current requirements, is up to date and accurate, investigating and rectifying any highlighted errors or warnings.
- Be responsible for all administration associated with the pre-employment checks on staff and volunteers and new starters to the staff
- To maintain the academy's single central record in line with trust policies
- To manage an effective system recording staff absence (including updating SIMS.net), ensuring medical certificates are received and relevant forms are complete.

- To arrange and maintain records of supply teacher employment and organise supply teachers as required to cover for courses etc.

#### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade