

# **The Priory School**

## **Job Description**

### **Admissions, Attendance and Reception Officer**

#### **Purpose of the Role**

To provide an efficient and professional admissions, attendance and reception service, acting as the first point of contact for pupils, parents, staff, visitors and external agencies. The postholder will support the effective management of pupil admissions and attendance, ensuring accurate record keeping and compliance with statutory requirements.

#### **Key Responsibilities**

##### **Admissions**

- Manage the school's admissions process in line with school policies and local authority procedures.
- Respond to admissions enquiries from prospective parents and carers.
- Arrange and coordinate school tours for prospective families.
- Maintain accurate pupil records and admissions documentation.
- Liaise with feeder schools, local authorities and parents regarding admissions and transfers.
- Prepare admissions reports and data as required.

##### **Attendance**

- Monitor daily pupil attendance and punctuality.
- Follow up unexplained absences in accordance with school procedures.
- Maintain accurate attendance records using the school's management information system.
- Produce attendance reports for senior leaders, governors and external agencies.
- Support attendance improvement initiatives and interventions.
- Liaise with parents, carers, Education Welfare Officers and other agencies regarding attendance concerns.
- Ensure attendance data is submitted accurately and within required timescales.

##### **Reception and Customer Service**

- Act as the first point of contact for visitors, parents, pupils and staff.
- Provide a welcoming, professional and courteous reception service.
- Manage incoming telephone calls, emails and enquiries.
- Ensure safeguarding procedures are followed for all visitors to the school.
- Manage visitor sign-in systems and maintain visitor records.
- Distribute messages, deliveries and post appropriately.

## **Data Management and Statutory Returns**

- Maintain accurate pupil records within the school's Management Information System.
- Prepare and complete the statutory school census, ensuring data is accurate, validated and submitted within required deadlines.
- Produce reports and analyse data as required by senior leaders, governors and external agencies.
- Ensure compliance with data protection legislation and statutory reporting requirements.
- Support the accuracy and integrity of pupil, attendance and admissions data across the school.

## **First Aid and Medical Support**

- Provide first aid to pupils and staff in accordance with school procedures and training.
- Maintain accurate records of first aid incidents and treatment provided.
- Manage and maintain first aid supplies and equipment.
- Support the administration of medicines in line with school policies and procedures.
- Liaise with parents/carers regarding pupil illness, accidents and medical needs as required.

## **Health Services Coordination**

- Coordinate visits from external health professionals and services, including school nursing teams.
- Organise and administer school health programmes such as vaccinations, vision screening, hearing tests and the National Child Measurement Programme (height and weight measurements).
- Manage consent forms and communications with parents/carers relating to health initiatives.
- Maintain accurate health records and ensure confidential handling of medical information.
- Act as a point of contact between the school, families and external health agencies.

## **Administration**

- Maintain accurate and confidential records in accordance with GDPR and school policies.
- Support general administrative functions as required.
- Assist with school communications to parents and stakeholders.
- Maintain electronic and paper filing systems.
- Support the organisation of school events and activities where required.

## **Safeguarding**

- Promote and safeguard the welfare of children and young people.
- Follow all safeguarding and child protection procedures.
- Report any concerns in accordance with school policies.

## **General**

- Participate in training and professional development as required.
- Undertake any other duties commensurate with the grade and responsibilities of the post.
- Contribute positively to the ethos and values of the school.