**Attendance and Administrative Assistant**

Job title: Attendance & Administrative Assistant

Salary: Grade 5 (£24,790 - £25,183 FTE)

Working Pattern: Term Time, Permanent Monday – Friday (30 hours a week)

Location: Kirton Lane Primary School, Thorne Road, Stainforth, Doncaster, DN7 5BG

Responsible to: Office Bursar & Headteacher

*Kirton Lane Primary School are looking to appoint an attendance and administrative assistant to work in the school office. The successful candidate will be someone who is kind, enthusiastic, and dedicated to join our friendly team. This is a fantastic opportunity to play a key role in the day -to day life of our school, supporting staff, pupils and families. If you’re organised and passionate about making a difference, we’d like to hear from you.*

We can offer you:

* Delightful and deserving children who enjoy learning,
* A passionate and supportive staff team who are all striving to ensure “all children will achieve”
* Excellent career development opportunities and comprehensive programme of support ,
* A highly inclusive ethos where in which everyone is valued and respected,
* Supportive parents and families,

Main Duties and Responsibilities:

* Forge positive relationships with pupils, staff and parents. Have excellent interpersonal skills and be able to develop excellent professional relationships with children, staff and parents,
* To act as front of house at the school reception , greeting parents, families and other stakeholders,
* Demonstrate commitment and integrity,
* The ability to work to a deadline or under pressure,
* Ability to use ICT systems: Microsoft office, Excel etc
* To update and monitor the school’s communication systems such as the school website, school app and messaging service,
* To prepare attendance data for monitoring, reports using the schools SIMS system,
* To present data, reports and information to the attendance team.
* To maintain the school’s registration and attendance management information system, together with the daily automated system to contact parents/carers regarding absent or late students;
* Attend and participate in attendance meetings as required,
* To process referrals for Fixed Penalty Notices as required;
* To publicise attendance information through a variety of channels – website and newsletter, etc.;
* Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

Application details;

Informal communication via admin email and visits to the school are welcomed on Tuesday 2nd September 2025 and Thursday 4th September at an agreed time

**Please see further information on the attached job description and person specification.**

Please ensure that completed application forms reflect the requirements of the job specification and are returned direct to the school via admin@kirtonlaneprimary.co.uk. We prefer applications to be made electronically. Application forms can be downloaded from the attached or directly from the school.

Please send completed applications to admin@kirtonlaneprimary.co.uk. Confirmation of receipt will be sent for any forms e-mailed.

The school is committed to safeguarding and promoting the welfare and safety of its children and expects all staff to share this commitment. The post is subject to an enhanced DBS disclosure.

**Closing date: (9am) Tuesday 9th September 2025**

**Shortlisting Date: Tuesday 9th September 2025**

**Interviews to be held: Friday 12th September 2025**