



Maidstone Grammar School for Girls

Non sibi sed omnibus

Attendance Administrator

2 or 3 days per week 8am-4pm (to include Thursday & Friday)
Term Time plus 2 or 3 directed days (15 or 22.5 hours per week)
Kent Salaries KSC: £8,923 (2 days) or £13,385 (3 days) per annum

The Attendance Administrator ensures accurate recording and monitoring of student attendance, addressing any issues promptly. This includes managing daily attendance data, contacting parents about absences or lateness, and promoting good attendance habits. The role also involves liaising with staff and external agencies, producing reports, and supporting school policies on safeguarding and GDPR.

Strong IT skills are essential and a knowledge of SIMS (Schools Information Management System). Previous administration experience is highly desirable and experience of working in a school environment would be an advantage. Candidates should have a confident, helpful and professional manner.

Key Responsibilities:

- Record daily attendance and resolve missing data.
- Contact parents about absences or lateness.
- Monitor attendance and escalate concerns.
- Process holiday requests and issue related correspondence.
- Produce attendance reports and letters.
- Support school policies on child protection and data security.

The postholder is required to work for 39 weeks per year and will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#).

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Closing Date: 8am on 18th March 2026

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of



Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).

The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as “spent” in relation to the applicant’s suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.

A forward-thinking community with a tradition of excellence