



# Maidstone Grammar School *for Girls*



## Attendance Administrator

Salary	Kent Salaries KSC: £8,923 (2 days) or £13,385 (3 days) per annum
Hours	2 or 3 days per week 8am-4pm (to include Thursday & Friday) Term Time plus 2 or 3 directed days (15 hours per week)
Commitment	<p>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.</p> <p>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.</p>

### 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.

# Job Description

<b>POST TITLE</b>	Attendance Administrator
<b>GRADE</b>	Kent Scheme C
<b>RESPONSIBLE TO</b>	Assistant Headteacher for Inclusion
<b>REPORTING TO</b>	Attendance Liaison Officer

**Summary of Job:** To act as the school's Attendance Administrator.

## **Outline of Main Duties:**

### **Attendance Administrator -**

Complete attendance daily including any first day absence calls. This includes:

- Input attendance data and investigate any missing data, and maintain accurate attendance records, including all absences and unexplained lesson absences.
- To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- To record student absences and late arrivals on SIMS, maintaining accurate attendance records.
- To make initial enquiries with parents/carers regarding unexplained absences/lateness - including first day calling.
- To monitor the attendance of students referring concerns to the Attendance Officer and Pastoral Leaders.
- Promote good attendance within the school.
- To process and action student holiday requests.
- To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.
- To assist the Assistant Headteachers with the administration of referrals to the education welfare service/issuing of penalty notices.
- To undertake routine liaison with external agencies regarding attendance - eg EWO/Attendance Services./sickness returns
- To collate attendance data producing routine reports and prepare statistical returns regarding attendance and submit to reporting bodies where appropriate.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Liaise with Heads of Study and Assistant Headteachers over attendance concerns.
- Responsible for identifying attendance issues and patterns of absence/late arrivals.
- Contact with parents over all aspects of attendance including written correspondence when required.
- Produce attendance reports for Heads of Study on a weekly basis and other individual reports when requested.
- Produce attendance letters
- Complete administration tasks as directed by the line manager.

### **Wider Responsibilities**

- Be available on an ad hoc basis to take part in school trips, taking responsibility for a group of students.
- Be available to supervise lessons, on an ad hoc basis as directed by the Headteacher.
- Be familiar with and conform to school policies and procedures.
- Undertake any other duties as required, commensurate with the post.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- To fulfil any other tasks reasonably requested by the line manager.

### **Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

**Staff & Others Line Managed by the Post Holder:**

None.

## Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
<b>Qualifications</b>	<ul style="list-style-type: none"><li>● At least grade 6 (B) GCSE or equivalent in English and Mathematics</li><li>● Administrative qualifications</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>● Strong work ethic and capacity for hard work</li><li>● Ability to relate well to colleagues and students and parents/members of the public</li><li>● A professional manner</li><li>● Ability to work well as part of a team</li><li>● Flexibility in approach to completion of work</li><li>● Ability to prioritise work under pressure and remain organised</li><li>● Ability to work under pressure and meet strict deadlines</li><li>● Generosity of spirit and a sense of humour</li><li>● Willingness to contribute to extra-curricular activities</li><li>● Knowledge of and genuine interest in educational issues and how they apply to this school.</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>● Excellent interpersonal and organisational skills</li><li>● Knowledge of SIMS (Schools Information Management System)</li><li>● Ability to enter data input accurately and efficiently</li><li>● Attention to detail and a good level of numeracy</li><li>● Strong ICT skills, including the use of spreadsheets</li><li>● Knowledge and understanding of school policies and procedures</li><li>● A knowledge of Google apps</li></ul>
<b>Experience and training</b>	<ul style="list-style-type: none"><li>● Willingness to undertake appropriate training and professional development</li><li>● Experience of office administration</li><li>● Experience of working in a school</li><li>● Experience of working with young people.</li></ul>

## The Application Process

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](#). References will be requested prior to interview.

## Important Dates

Closing date for applications: 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](#).

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

