## **Attendance & Admissions Administrator**

**Salary (actual):** £14,096 - £14,309

**Grade:** 3

**Hours:** 22.5 hours per week

**Work Pattern:** term time only – 38 weeks

**Contract**: permanent

**Pension**: 26.4% employer’s contribution

West Drayton Academy is part of a successful family of schools within our Trust, a welcoming, vibrant multicultural school in the heart of West Drayton.

We are seeking to appoint an enthusiastic professional to join our Administration Office, primarily dealing with the promotion of school-wide attendance and undertaking the administrative procedures associated with the admission and transfer of pupils between schools.

This role would suit a proactive and motivated individual who has the ability to work both independently and as part of a team – somebody who wants to make a difference in young people’s lives!

The successful applicant will be required to:

* Use or be familiar with SIMS (training will be provided)
* Input data accurately and maintain records
* Track pupil attendance, analyse data and write reports to management
* Possess strong verbal and written communications skills
* Work to deadlines
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* Liaise with external agencies
* Be sensitive to maintaining confidentiality

If you think you have the right skills to take on this important role and would like join our team, please return your completed application form to recruitment@theparkfederation.org

We warmly welcome candidates coming to visit the school prior to application; to arrange please contact the Office Manager and PA to the Principal, Jane Steele at wdaoffice@theparkfederation.org or visit our website at [www.westdraytonschool.com](http://www.westdraytonschool.com) Please visit the school website for an application pack.

**Interviews**: As and when we receive successful applications. We do not accept CV’s.

***The school is committed to safeguarding and promoting the welfare of children and young people expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.***