

**Parish C.E. Primary School, Part of Aquinas**

<http://www.parishceschool.com/>

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

## Attendance & Admissions Officer

Required to start: 27<sup>th</sup> August 2025

# Attendance & Admissions Officer

Parish Church of England Primary School is looking to appoint an Attendance and Admissions Officer. The purpose of the role is to provide a comprehensive service to the school by leading the administration of whole school attendance. This vital role significantly supports student outcomes and ensures that our students are safe and always accounted for. The successful candidate will work with our leadership team to ensure that student attendance is moving in a positive direction through the various strategies that are employed.

Experience in a similar field would be helpful. The ability to use student data, Microsoft Office, Google and Arbor confidently will be an advantage.

You will be able to plan, prioritise and work effectively under pressure and be able to communicate effectively with colleagues, parents and students.

You will be joining a highly inclusive school rated good by Ofsted, with a community of staff dedicated to transforming education in Bromley.

## Job purpose

- To support teaching & learning in a safe and healthy environment with a commitment to quality in service delivery.
- To track, monitor and promote good attendance across the student population.
- To actively support in the recruitment of new students by ensuring a smooth and efficient on-boarding process for new starters
- To provide a full range of operational and administrative services to ensure the smooth running of the school.
- To be accountable for the organisational, administrative and clerical processes in support of the management and administrative function of the school with particular regard to student admissions and student absence/attendance and the process of student registration.

## Our ideal candidate will:

- Have a flexible attitude.
- Good communication skills.
- Friendly and outgoing personality.
- Excellent team player.
- Good time management skills and the ability to prioritise tasks.
- Can meet deadlines (Essential).
- Be flexible, organized and methodical manner (Essential).
- Calm, patient manner in all situations.
- Experience of a similar background (Essential).

## In return, we offer:

- a commitment to your ongoing professional development through training, coaching and mentoring.

- a school in which the pupils are polite, enthusiastic and keen learners;
- a caring staff who are dedicated to learning and to supporting each other;
- a unique environment ranging from purpose-built classrooms to a Grade 2\* listed mansion building, a forest school and a large school field.

Parish is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

## PARISH CHURCH OF ENGLAND PRIMARY SCHOOL

Parish Church of England Primary School is a 3-form entry school, which is thought to be the oldest educational establishment in the London Borough of Bromley, dating back to a 1716 Charity Foundation.

In September 1986, the school transferred, along with the pupils and staff of St Mary's Church of England Primary School, to its current location - a renovated eighteenth century mansion known as Plaistow Lodge. This is a listed building, which stands in its own grounds in London Lane. This along with a new suite of 12 classrooms, a separate reception block, a gym and our field enables us to provide a unique, exciting and fulfilling education for our pupils.

Our school is part of the Aquinas Multi Academy Trust. Formed in 2013, the Aquinas Trust aims to offer its learners an education where individuality is celebrated, talents are nurtured and progress is sustained from early years to A levels. With expertise shared across phases and every academy placing Christian values, scholarship and excellence at its heart, our academies strive to ensure every learner succeeds and fulfils their God-given potential. By sharing professional expertise, learning from each other, the Trust offers its learners an education without glass ceilings.

As a church school we endeavour to teach our children about the Christian faith through our Acts of Collective Worship and through the way we live and work together. God is at the heart of our school life as we focus on our core values of integrity, honesty, respect, generosity, trust and care.

At Parish we believe that is important that children receive a broad and enriching curriculum, which prepares them for the next phase of their education, and we continue to strive to achieve this. Whilst standards in Numeracy and Literacy are important, we encourage children to learn about the wider world through the International Primary Curriculum and enable them to enjoy a range of musical and sporting activities both during the day and through after school clubs. We value each and every talent and skill not just of the pupils but also of all of our staff, and we seek to nurture and develop every individual.

### SCHOOL CONTACT DETAILS

Parish C.E. Primary School  
London Lane,  
Bromley,  
Kent,  
BR1 4HF

02084607336 / [admin@parish.bromley.sch.uk](mailto:admin@parish.bromley.sch.uk)

Head teacher: Mrs. Rachel Coleman

## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **Monday 14<sup>th</sup> July 2025**

Visits to the school with prior arrangement via the school office are welcome.

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

### INTERVIEWS

Candidates will be invited for interview.

- Interviews and task activities **Wednesday 16<sup>th</sup> July 2025**

### APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **27<sup>th</sup> August 2025**

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [Aquinas.recruitment@aquinatrust.org](mailto:Aquinas.recruitment@aquinatrust.org). Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

**Parish Church of England Primary School is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**

## JOB DESCRIPTION

### DETAILS

<b>Grade:</b>	<b>Aquinas A4.1</b>
<b>Contract:</b>	<b>Part time, Permanent</b>
<b>Hours:</b>	<b>32.5 Hours per Week, Monday – Friday 08:00 – 15:30 less 1hr lunch</b>
<b>Weeks:</b>	<b>39 Weeks per Year (term time only)</b>
<b>Full Time Salary:</b>	<b>£26,433.00 p.a.</b>
<b>Actual pro rata:</b>	<b>£20,435.15 p.a.</b>
<b>Reports to:</b>	<b>School Business Manager</b>

### THE ROLE

#### Job purpose

- To support teaching & learning in a safe and healthy environment with a commitment to quality in service delivery.
- To track, monitor and promote good attendance across the student population.
- To actively support in the recruitment of new students by ensuring a smooth and efficient on-boarding process for new starters
- To provide a full range of operational and administrative services as required to all Trust staff, management and other stakeholders to ensure the smooth running of the school.
- To be accountable for the organisational, administrative and clerical processes in support of the management and administrative function of the school with particular regard to student admissions and student absence/attendance and the process of student registration.

### DUTIES AND RESPONSIBILITIES

#### MAIN STRATEGIC DUTIES & RESPONSIBILITIES

- All Post holders are responsible to the Executive Principal for ensuring the general good order and discipline of the school and in the implementation of all policies. All staff are expected to have a clear understanding of the vision, aims and ethos of the school and an awareness of its role in the community
- To positively promote high attendance and challenge poor attendance across the school
- All student admissions
- To be an integral part of the para-professional team contributing to a positive culture of support across the school

#### MAIN OPERATIONAL DUTIES & RESPONSIBILITIES

- To be accountable for all attendance duties related to students each day including late students, medical appointments, requests for leave of absence.
- To be accountable for daily registers/lesson registers to ensure that every child is always accounted for.
- To be accountable for the administration of attendance reporting systems and the strategic management of the Arbor attendance module.
- To be accountable for the operation of absence procedures every day and undertake attendance follow-up up ensuring that all absence is accounted for.

- To be accountable for the administrative organisation of admissions through liaison with the Local Authority and appropriate staff at the school.
- To be accountable for the production of attendance reports and summary statistics related to attendance with an appropriate understanding of the audience.
- To be accountable for the production of daily absence lists and intervention strategies for persistently absent students.
- To build appropriate relationships with students and hard-to-reach families to positively impact attendance through telephone calls, meetings and written communication.
- To work closely with the leadership team to monitor, intervene and positively impact whole school attendance.
- To work alongside the Education Welfare Officer to build and develop appropriate relationships with external services (Family Support, Social Services and the ACE Team).
- To manage student enrolments to Arbor and in-year pastoral and academic change requests.
- To be responsible for the creation of student files (paper-based and electronic) and to ensure they are kept up-to-date.
- To participate in the school office day-to-day activities including, but not limited to, answering the school phone, covering reception, filing and dealing with student and staff enquiries.
- To complete any other reasonable request in support of the administration team, staff and students.

#### WIDER SCHOOL CONTRIBUTION

- To educate new staff on the Arbor attendance procedures so that registers are accurately kept.
- To attend and participate in regular line management and appraisal meetings and undertake CPD appropriate to the development of the role.
- To support with visitors to the school.

Other duties: this is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties as required, commensurate with level of the post.

This job description will be the subject of annual review and the agreement of the post holder will be sought in making any changes to it.

#### TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

#### SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

#### VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**PERSON SPECIFICATION**  
**ATTENDANCE AND ADMISSIONS OFFICER**

Attributes	Essential	Desirable
Personal skills & traits	<ul style="list-style-type: none"> <li>● Enjoy working with young people</li> <li>● Flexible, organised and methodical manner</li> <li>● Ability to prioritise</li> <li>● Excellent interpersonal skills</li> <li>● Excellent communication skills</li> <li>● Ability to use your own initiative</li> <li>● Ability to work alone as well as part of a team</li> <li>● Calm, patient manner in all situations</li> <li>● Confidence in challenging both adults and young people</li> <li>● Good organisation and time-keeping skills</li> <li>● Ability to work under pressure</li> <li>● Attention to detail</li> <li>● Ability to meet deadlines</li> <li>● Smart professional appearance</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working within an educational setting</li> <li>● Understanding of legislation relating to school attendance</li> </ul>
Qualifications & training	<ul style="list-style-type: none"> <li>● Appropriate qualifications/experience for the post- GCSE Maths and English or equivalent or higher</li> <li>● Confident user of Microsoft Office applications especially Microsoft Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>● Working knowledge of Arbor</li> <li>● Experience with Google Docs and applications</li> </ul>

**HEALTH & SAFETY FUNCTIONS**

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<b>X</b>
Working with children/vulnerable adults	<b>X</b>
Moving & handling operations	
Occupational Driving	
Lone Working	<b>X</b>
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	

# Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes:

- Generous **annual leave package of 33 days** (including bank holidays) for staff on 52 week per year contracts;
- **Enrolment in the Local Government Pension Scheme** with employer's pension contributions of 20-23% (subject to annual review);
- Maternity, Paternity and Adoption leave;
- Sick pay entitlement rising to 6 months full pay / 6 months half pay after 5 years' service.



## Lease An Electric Vehicle



We have joined the **Octopus Energy Scheme** to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car.

Available to eligible staff.



## Benefits through Enjoy Benefits



### Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

### Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.



## Blue Light Card

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years and access thousands of amazing discounts online and on the high street.



## Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

