AVANTI SCHOOLS TRUST

Job Description

Post Title	**Admin and Attendance Officer**
School / Organisation	Avanti Park Primary School
Location	Frome (Somerset)
Grade	Grade 3, 28,403 - £29,263 per annum *Approximately £19,174- £19,754 per annum, pro rata (0.67507 FTE)*
Hours	30 hours per week,
Contract Type	Permanent
	Term-time only
Reports to	Principal/BSM
Preferred Start Date	January 2027

MAIN PURPOSES OF THE JOB

- Under the instruction/guidance of senior staff, provide general, clerical, administrative and financial support to the school
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

RESPONSIBILITIES OF THE JOB

Organisation

- To deal with more complex reception/visitor etc. matters.
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Support in the organisation of school trips events etc.
- Supervise, train and develop staff as appropriate.

Administration

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word processing and complex ICT based tasks.
- Provide administrative and organisational support to other staff including SSC.
- Undertake administration of complex procedures.
- Complete and submit forms, returns etc. including those to outside agencies e.g. DfE.
- Monitor and maintain pupil attendance records, including first-day response procedures, recording absences, liaising with parents/carers regarding attendance concerns, and producing attendance reports as required.
- Raise purchase orders, process requisitions and maintain accurate records of orders, deliveries and invoices in accordance with school financial procedures.

Resources

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage uniform within the school and liaise with Trust staff as appropriate.
- Provide advice and guidance to staff pupils and others.

- Undertake research and obtain information to inform decisions.
- Assist with marketing and promotion of the school including updating the school's website as required.
- Manage administration of facilities including use of school premises.
- Undertake financial administration procedures.

Responsibilities

- Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policies and Trust's Ethos Policy.
- To contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Principal.

PERSON SPECIFICATION

Criteria		**Requirement**	
		Essential	*Desirable*
1.	Experience of developing and maintaining administrative systems and procedures.	X	
2.	High level of literacy and numeracy skills.	X	
3.	Demonstrable ability to maintain accurate pupil attendance records and follow attendance procedures in line with school policies and statutory requirements.		X
4.	Experience of processing orders, maintaining stock records and liaising with suppliers to ensure timely purchasing of goods and services.		X
5.	Working knowledge of Arbor		X
6.	Good knowledge/understanding of basic financial tasks	X	
7.	Evidence of the ability to communicate clearly and concisely both orally and in writing.	X	
8.	Appropriate knowledge of first aid	X	
9.	Effective use of ICT packages and other specialist equipment/resources.	X	
10.	Very good ICT skills and working knowledge of school management information systems	X	
11.	Working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	X	
12.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
13.	Ability to plan and manage their own time effectively and work prioritizing tasks in a time efficient manner and keep to deadlines in a very busy environment.	X	
14.	Ability to relate well to children and adults.	X	
15.	Ability to work constructively as part of a team, understanding school roles and responsibilities.	X	

16.	High degree of drive, resilience and enthusiasm	X	
17.	Commitment to the safeguarding and welfare of children and young people	X	
18.	Awareness of Health and Safety requirements within a school setting.		X
19.	Commitment to professional development, learning and development.	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
For further information - Child Protection and Safeguarding Policy 2026-2027