

**Pudsey Bolton Royd Primary School**  
**Job Description**

<b>Post Title</b>	<b>GRADE</b>	<b>JE Ref</b>
School Attendance and Admin Officer	C1 (pt 12-17)	

**32.5 hours per week 8.00am – 3.00pm (30 minutes lunch break), Term Time Only**

**Post(s) to which directly responsible**

School Business Manager

**Post(s) for which directly responsible**

None

**Special Conditions:** This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**Job Purpose:** To support the Business Manager by undertaking high quality administrative, financial and organisational processes, as required. Ensuring the smooth running of the office, deputising for the Business Manager in their absence.  
To ensure the effective administration of attendance systems and procedures in-line with local and national expectations and school priorities including providing robust data reports on attendance and the impact of attendance strategies.

**Attendance Duties**

- To ensure all daily routine attendance processes are completed in a timely manner, including inputting data, checking registers, updating attendance codes, fire registers and first day absence calls.
- To support the safeguarding process by ensuring appropriate and timely follow up of first day absence notifications, this includes follow up contact with parents/carers and notifying the SENCO/Family Liaison Officer (FLO) of absences related to vulnerable students.
- Encourage good attendance and punctuality and reinforce expectations of attendance through effective and regular parental communication.
- To monitor data on a daily/ weekly and monthly basis to identify patterns and inconsistencies for individual students and/or groups of students.
- To hold regular meetings with the attendance team ensuring that attendance data and records are up to date to identify attendance issues and monitor persistent absence.
- Produce and send relevant attendance monitoring letters following attendance review meetings and monitor outcomes.
- Process all Exceptional Leave requests received in school, ensuring that outcomes are communicated with parents and penalty notices are processed in line with school procedures and LA deadlines.
- In conjunction with SLT, hold school attendance panel meetings with families to discuss attendance issues. Complete and record the SAP meeting outcomes in line with school procedures.
- Working with the FLO, conduct and record welfare checks in line with school procedures.
- Ensure the Children Missing Education procedure is followed by the school and requests are processed in a timely manner.
- To process all Elective Home Education Requests, ensuring parents have all the relevant information and ensure all the relevant people are aware of the outcome of all requests.

- To ensure data protection legislation compliance and appropriate confidentiality is maintained when sharing attendance data, concerns and relevant information with key staff and/or external agencies.
- Attend Cluster attendance group meetings.

### **Administration Responsibilities**

- Act as the first point of contact for customers and visitors – both in person and on the telephone, in a courteous, professional, calm and friendly manner.
- Undertake reception duties, answering routine telephone (retrieving messages from the answer machine) and face to face enquiries and signing in of visitors.
- In the absence of the Business Manager, supervise admin staff, including regularly instructing, checking work and advising and / or training staff.
- To operate relevant ICT packages, including MIS systems to enable the effective running of the school office, maintaining up to date computer based and manual filing systems.
- To provide administrative support e.g. class / individual photographs, breakfast club, house teams for new pupils etc.
- To manage the administration process for after school clubs and events including communication with parents, allocation of places and passing on cost information to be added to ParentPay.
- To support and at times lead, with the organisation and booking of events and visits.
- To liaise with colleagues in order to prioritise work to conflicting deadlines.
- To provide administrative support to the SENCo to ensure all deadlines are met.
- Maintain pupil medical records and ensure all necessary paperwork is in place. Arrange necessary staff training to support medical needs.
- To support the School Business Manager with School and Nursery Admissions ensuring all the correct paperwork is completed.
- Ensure that electronic and paper-based records are kept updated in line with GDPR.
- Present a positive personal image, contributing to a welcoming environment keeping main entrance tidy and welcoming, free from clutter for customers and visitors.
- Provide an excellent customer service to members of the school community and colleagues.

### **General Responsibilities**

- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support equal opportunities policies.
- Contribute to the overall ethos / work / aims of the service.
- Participate in training and seek to further extend skills, knowledge and experience in order to develop personal effectiveness and professional development in the role.
- Respond to any reasonable request for duties delegated by the line manager.
- Any other duty as required that are commensurate to the post.
- To communicate effectively with customers and colleagues in relation to work undertaken.
- To work with others to help improve work organisation and effectiveness, supporting colleagues to provide customer focussed services.
- The duties outlined are not meant an exhaustive list and will comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

**Prospects****Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

**Training**

The School encourages training both “in-house” and external to meet the needs of the individual and of the Service.

<b>Job Description Prepared / Reviewed by:</b>	J Spencer, Business Manager	<b>Date:</b>	09/10/2025
<b>Job Description Approved by:</b>	E Frost, Headteacher	<b>Date:</b>	09/10/2025

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des
Able to communicate effectively with a wide range of people	*	
Able to input/ retrieve information from databases	*	
Able to process documentation using Word	*	
Able to accurately enter/retrieve data information from the MIS and other IT systems	*	
Able to work flexibly as part of a team & show initiative	*	
Able to prioritise work to meet conflicting deadlines	*	
Able to demonstrate good numeracy & literacy skills	*	
Able to assist in the training of new team members	*	
Able to maintain effective links with external agencies such as local authority attendance team, elective home education team, child missing in education team and the cluster		*

KNOWLEDGE/QUALIFICATIONS	Ess	Des
Knowledge of general office procedures and practice	*	
Knowledge of relevant financial regulations to carry out financial transactions	*	
NVQ Level 3 or equivalent		*
Knowledge/qualifications demonstrating ability in numeracy and literacy		*
Knowledge/understanding of attendance procedures and strategies	*	
Knowledge/understanding of safeguarding policies and procedures		*

EXPERIENCE	Ess	Des
Experience of dealing with queries from a wide range of people	*	
Experience of working in partnership with others to deliver work to set deadlines	*	
Experience of providing customer focussed services	*	
Experience of participating in teams and working on own initiative	*	
Experience in the use of the Microsoft package	*	

Experience of extracting and analysing data from MIS and other IT systems		*
Experience of the local authority fast track process and how this is effective in improving attendance of children		*

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*	
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*	
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*	
An ability to respect sensitive and confidential work.	*	
Commitment to own personal development and learning.	*	