



Attendance and Admissions Officer

Pay Scale: NJC 12-17 (£27,711 - £30,060 FTE)

Actual Salary: £25,366.22 -£27,516.46

Term Time + 3 additional weeks (42 weeks)

Full time, Permanent

Due to the continued success and ongoing expansion of LIPA School, we are looking to appoint an Attendance and Admissions Officer to join our attendance team on a full-time, permanent basis.

You will take an active role in helping the school raise achievement by improving school attendance and punctuality and to meet attendance targets. You will ensure school records are up-to-date and analyse attendance data, reporting to senior managers as necessary. You will make direct contact with families to help improve their attendance and make any referrals/ home visits as required. You will also work closely with school staff, pupils and parents to establish the reasons for non-attendances/poor punctuality agree a plan with appropriate strategies and timescales to tackle the issues.

You will also help with administration of the schools admissions process for entry and exit of pupils, manage the in-year waiting lists and monitor students' numbers to ensure the school PAN is met.

You must have good communication and listening skills, strong organisational skills and the ability to adapt well to different situations and scenarios.

The ideal candidate will have relevant qualifications in Attendance/Admissions office administration and previous experience of working in education.

More details about our school can be viewed on our website:

<http://www.lipaprimary.org> from where you can download an application pack for this post. CV's will not be accepted. Please can you email your application to hr-enquiries@lipaprimary.org.

Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

Closing date for applications: Tuesday 4th February 2025 at 12pm.

Early application is advised as this vacancy may close early if we receive a good response.

Our commitment to Equal Opportunities

As an equal opportunity's employer, LIPA MAT is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are committed to working together to create an inclusive environment that offers equitable opportunities for all.

Appointments will always be made on merit.