



### **Job Description**

<b>Job Title</b>	Attendance and Admissions Officer
<b>Salary</b>	SCP 12-17, FTE £27,711 - £30,060
<b>Responsible To</b>	Head Teacher
<b>Responsible For</b>	No Subordinate staff
<b>Number in Post</b>	2
<b>Date Drafted</b>	January 2025

#### **PURPOSE**

To administer the admissions process for entry and exit of the LIPA School.  
To help the school to raise achievement by improving school attendance and punctuality and to meet attendance targets.

#### **Main duties and responsibilities**

- Follow the Trust and LIPA School Safeguarding policies and procedures and to ensure the wellbeing of all children and students is of the highest priority.
- Contribute to the day-to-day running of the LIPA School and follow Trust and School policies and procedures.
- Contribute to the mission and vision of the Trust, and to actively support the implementation of the Trust values.
- Be fully aware of and carry out all work in line with Child Protection/Safeguarding Procedures.
- Take an active role in ensuring the realisation of the Trust's development.
- Treat each student and each other as an individual with courtesy and respect.
- Have due regard for Health & Safety.
- Undertake any other duty deemed reasonable by the Headteachers.
- Provide cover at reception as and when needed.
- To ensure that the school's recruitment targets are met.
- To handle all aspects of the school's admissions process with a view to maximising the number of enquiries, visits, registrations and joiners.
- To ensure that the admissions database is at all times up to date with the prerequisite information.
- To advise on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies.

- Update school records, analyse attendance data and provide reports to senior managers and other professionals.
- Disseminate information, both internally and externally, in a timely fashion, as required.
- Meet with school staff, pupils and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
- Make contact with the families in response to allocated referrals through home visits and /or meetings in school, as directed.
- Prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities.
- Liaise and work with external organisations as required.
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system.
- Manage your own workload in line with the school priorities.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others.
- Collect all necessary documentation relating to new joiners, make copies and file in central student record files.
- To organise, prepare and present all admissions appeals to an independent panel in a timely fashion.
- Report up-to-date student numbers to the senior leadership team, as required.
- To assist the senior leadership team with the induction of new pupils in all year groups, as required.
- To liaise with local authority and to exchange information in a timely fashion, as appropriate.
- TO maintain, store and archive confidentially the hardcopy of student records.
- To work with the SENCO in the admission of students with Education, Health and Care Plans/Statements of SEN.
- To manage in-year waiting lists, to monitor student numbers in each year group, and to liaise with the senior leadership team for in-year admissions.
- To undertake other relevant tasks to support the office staff and overall administration of the school.
- Perform any other reasonable duties as may from time to time arise at the request of your Line Manager.

### **WORKING RELATIONSHIPS**

There will be a good working relationship with other key constituents of the school involved in the admissions process including the Headteachers, Chief Finance Officer, senior leadership team and other teaching and support staff. A critical success factor of the post is the ability to build rapport with and develop strong relationships by email, phone and in person with prospective families.



**Person Specification  
Admissions and Attendance Officer**

KNOWLEDGE/QUALIFICATIONS		To be identified by
GCSE Maths and English (A-C) or equivalent	Essential	Application
Right to work in the UK	Essential	Application
Relevant qualification/training in IT applications	Desirable	Application
Relevant qualification in office administration	Desirable	Application

EXPERIENCE		To be identified by
Good interpersonal skills including mediation and conflict resolution.	Essential	Application/Interview
Ability to build good relationships with students, their families and other agencies.	Essential	Application/Interview
Firm but fair attitude and willingness to support and advocate academy policy.	Essential	Application/Interview
Ability to deal with difficult situations.	Essential	Application/Interview
Effective communication with students, carers and other professionals.	Essential	Application/Interview
Ability to display an understanding of social/welfare issues as they affect students, families and schools.	Essential	Application/Interview
Ability to work to deadlines and use own initiative within the parameters of the academy's protocols and procedures.	Essential	Application/Interview

Ability to prepare and write reports and produce factual and statistical information as required.	Desirable	Application/Interview
Knowledge of education systems.	Desirable	Application/Interview
Demonstrate awareness of legislation relating to school attendance, the welfare and protection of children.	Desirable	Application/Interview
Understanding of the admissions process.	Desirable	Application/Interview
Experience of working in an educational and/or social care setting with young people.	Desirable	Application/Interview
Experience of family liaison.	Desirable	Application/Interview
Experience in working within statutory/voluntary agencies dealing with children and families.	Desirable	Application/Interview

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS		To be identified by
Ability to maintain a professional manner in challenging situations.	Essential	Application/Interview
Confidence to challenge difficult behaviour and other professionals.	Essential	Application/Interview
Personal integrity and loyalty, remaining confidential at all times.	Essential	Application/Interview
Significant personal presence, inspires confidence with a wide range of audiences.	Desirable	Application/Interview
Has intellectual curiosity and rigor.	Desirable	Application/Interview
Flexible approach to supporting children and families.	Essential	Application/Interview
Confidence to challenge difficult behaviour and other professionals.	Essential	Application/Interview
Personal integrity and loyalty, remaining confidential at all times.	* Essential	Application/Interview

Vision aligned with the academy's high aspirations and high expectations of self and others.	Essential	Application/Interview
Demonstrate commitment to the highest standards of teaching and learning.	Essential	Application/Interview
Articulate the values and mission of the academy.	Essential	Application/Interview
Commitment to the safeguarding and welfare of all students.	Essential	Application/Interview
Commitment to continuous improvement, both personal and organisational.	Essential	Application/Interview

OTHER		To be identified by
Highly approachable, very grounded and makes sensible judgements.	Essential	Application/Interview
Mature approach to emotionally demanding work	Essential	Application/Interview
Relishes accountability and takes personal responsibility for their own actions.	Essential	Application/Interview
Able to build trust and mutual respect between students, families, staff.	Essential	Application/Interview
Strong, interpersonal, written, and oral communication skills.	Essential	Application/Interview
Flexibility in work pattern may be required occasionally.	Essential	Application/Interview
Car owner or access to mobility transport.	Desirable	Application
Full driving licence.	Desirable	Application