



Job Description	Attendance and Admissions Officer
Grade	Scale 4
Hours	Full-time, term-time only
Responsible to	Deputy Headteacher (Inclusion/SEN)
Location:	Across the primary and secondary sites, Trinity Church of England School, Lewisham

Job Description:

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post will be expected to undertake any other duties that may reasonably be required by the Senior Leaders or their Line Manager from time to time.

Job Purpose

- To provide efficient and accurate administrative support for pupil admissions and attendance, ensuring compliance with statutory processes and contributing to improved pupil outcomes through effective record-keeping and communication.
- To liaise with the Deputy Headteacher (Inclusion/SEN) in delivering high-quality admissions and attendance processes

Key Responsibilities

Admissions Administration

- Act as the first point of contact for admissions enquiries across the school, including primary and secondary admissions where required.
- Process applications for in-year admissions, liaising with families, local authority officers, and senior staff to coordinate interviews, school tours and induction arrangements.
- Maintain accurate admission and leaver records, updating the school's MIS and managing Common Transfer Files (CTFs) as required.
- Assist with the administration of Year 7 transition processes, including parent communications, event coordination, and onboarding documentation.
- Support the collation of supplementary information for school admissions panels and appeals.
- Coordinate the transfer of pupil records and data from primary schools and to destination schools.
- Work with translators and inclusion staff where necessary to support new arrivals.

Attendance Administration

- Monitor daily attendance and punctuality, recording absences and contacting parents/carers in line with school procedures.
- Liaise with the Deputy Headteacher (Inclusion/SEN) and Year Teams on persistent absence cases and ensure accurate reporting.
- Support the administration of punctuality and attendance interventions, including issuing letters, coordinating meetings and maintaining logs.



- Maintain up-to-date and accurate attendance data on the MIS, ensuring weekly, half-termly and termly reports can be generated.
- Prepare documentation for external agencies, including referrals, attendance panel paperwork and court proceedings when required.
- Engage positively with families, external professionals and other schools in matters relating to attendance and admissions.

General Administration

- Assist with reception duties, answering enquiries and signing in visitors in line with safeguarding procedures.
- Manage and respond to emails related to admissions and attendance, redirecting as appropriate.
- Maintain digital records in line with GDPR, minimising paper use and ensuring secure file management via SharePoint.
- Support general school events (e.g. Parents' Evenings, Open Events), including evening availability when required.

Data

- Maintain accurate pupil records on Bromcom.
- Support termly census submissions and other statutory returns.
- Produce and distribute regular and ad hoc reports to staff and SLT.
- Liaise with Schoolvue and the Assistant Headteacher Finance, Premises and Resources on data queries.
- Ensure GDPR compliance across all data systems.
- Maintain digital storage on SharePoint and ensure minimal paper usage.

Safeguarding Statement

The post holder will be expected to share the school's commitment to safeguarding and promoting the welfare of children and young people and to adhere to all safeguarding policies and procedures.



Person Specification

Criteria	Essential	Desirable	How Assessed
Qualifications	Educated to at least A-Level or equivalent	Administration or business qualification	Application / Certificates
Experience	Experience of working in a school or similar setting	Experience in attendance or admissions administration	Application / Interview
	Experience using school MIS (e.g. Bromcom)	Experience liaising with external agencies	Application / Interview
Knowledge	Understanding of data protection and confidentiality	Familiarity with statutory attendance and admissions processes	Application / Interview
	Proficient in Microsoft Office (Word, Excel, Outlook)	Experience using SharePoint or digital filing systems	Application / Interview
Skills and Abilities	Excellent organisational and record-keeping skills	Ability to communicate sensitively with families	Application / Interview
	Ability to work independently and meet deadlines	Accuracy and attention to detail under pressure	Application / Interview
	Ability to handle sensitive information with discretion	Flexibility to support wider admin and school priorities	Application / Interview