



Post Title	Senior Administrator (Leading on Attendance and Admissions)
School / Organisation	Avanti Services Ltd
Location	Krishna Avanti Primary School, Leicester
Grade	Grade 6, £30,811 - £32,693 per annum, pro rata <i>Approximately £25,999 - £27,587 per annum (0.84383 FTE)</i>
Hours	37.5 hours per week
Contract Type	Permanent Term Time + 2 weeks (39 weeks)
Reports to	Learning Village Business Support Manager
Preferred Start Date	June 2026

MAIN PURPOSES OF THE JOB

- To be responsible for the management of attendance procedures throughout the school.
- To be responsible for monitoring and improving student attendance across all year groups.
- Monitor and report on whole-school attendance data, analysing data to identify areas of concern.
- Work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.
- Liaise with the relevant agencies, including early help, to ensure punctuality and attendance are in line with or better than national average.
- Provide effective and efficient student and family support service, with minimal supervision, focusing on attendance and punctuality,
- To be responsible for the management of school admissions procedures throughout the school.
- Liaise with relevant local authority agencies, including appeals, and maintain an accurate waiting list for any over subscribed year groups.
- Provide general administrative support, as well as dedicated administrative support to the Head of School.

RESPONSIBILITIES OF THE JOB

Attendance:

- To monitor whole school attendance data and advise key staff of trends, concerns and referrals.
- Provide a monthly report, highlighting key information/trends to the Executive Principal/Head of School and termly report to the SSC.
- To make arrangements for, and to lead on, meetings with regards to individual pupils experiencing attendance issues whilst adhering to the requirements of the Local Authority's formal processes (e.g. Fixed Penalty Notices; parenting contracts, stage 3 referrals etc).
- To contribute, as requested, to multi-agency/multi-disciplinary meetings, groups, interventions, plans and strategies as necessary and to maintain effective liaison with other services in the Children, Families and Adult services, as well as other services and agencies concerned with the education and welfare of children, especially with regard to attendance concerns.
- To support the school in fulfilling their legal obligations in relation to Children Missing in Education, supporting them in completing the necessary paperwork and advising on when this should be done, working in line with the County Council's procedure.
- Work with parents to help them understand and fulfil their legal responsibilities in respect of attendance under the Education Act 1996.
- Ensure that any relevant cases are referred to the Designated Safeguarding Lead within the school and that appropriate referrals are carried out. This includes conducting home visits as necessary in order to engage parents.



- Work with agencies within and outside of Children's Services to ensure a co-ordinated approach to improving attendance,
- To be responsible for the accurate processing of statutory registers and any required follow up actions.
- Contact parent/carer on first day of absence for an explanation of absence, where these have not been received, and ensure that registers are updated
- Monitor registers and work collaboratively with other colleagues to ensure that presence, lateness, unauthorised or authorised absence are recorded accurately on all registers in a manner that support relevant School Policies. Follow up with teaching staff for missing registers
- Liaise with the Senior Leadership Team and other relevant staff regarding students who are of concern and issues of punctuality.
- Ensure compliance with the DfE guidance on attendance and maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance in order to be able to offer informed advice to parents, school staff and others.
- Liaise with the Senior Leadership Team and advice on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.

Admissions

- To administer and support the admissions process for the school, working with the Local Authority and within the Trust-wide admissions policies.
 - Start of year admissions into Reception; supporting open days and open mornings, receive and process SIF forms by January deadline, work with the Local Authority to rank admissions if oversubscribed, provide admissions packs after National offer day in April and support transition activities.
- To make arrangements for, and to lead on, meetings with regards to mid-year admissions for pupils.
- Provide a monthly report on mobility highlighting key information/trends to the Executive Principal/Head of School and termly report to the SSC.
- To contribute to multi-agency meetings to ensure a localised waiting list is maintained by the school and adheres to the Trust-wide admissions policy.
- To attend where appropriate local authority appeals hearings, ensuring relevant school statements and statistics are provided when required. Monitor and record outcomes of all meetings attended.
- To be responsible for the accurate onboarding/off-boarding of students within the school MIS and any required follow-up actions.
- To be responsible for the accurate annual update of student and parent details held within the school MIS.
- Ensure compliance with DfE, Trust-wide and local authority policies and guidance on school admissions and maintain a good working knowledge of the School admissions code and fair access protocols.
- Liaise with the Senior Leadership Team, SENDCo, DSL and relevant staff on all matters relating to school admissions.

General Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- As a member of staff who works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- Participate in training and other learning activities as required.
- Attend and participate in meetings as required.



- Perform all other reasonable requests as required within the grading of your post.
- Respect confidentiality at all times.
- Ensure contact details of students, parents and contacts updated and accurate on Arbor
- Data Collection – Ensure that student detail requests made by parents are updated correctly and promptly. Organise annually for parents to check information held and ask that requests for updates made via Arbor parent portal.
- Assist the Learning Village BSM in completing the census by providing accurate up to date data.
- Assisting staff and students with general queries and requests.

Senior Administration

- To line manage other admin/support staff as directed by the Executive Principal/ Learning Village BSM and ensure they carry out their essential daily duties.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- To identify training needs of admin/support staff and organise appropriate development opportunities in liaison with your Line Manager.
- To support in the recruitment of admin/support staff as required.
- Manage the Head of School's diary and support with event coordination.
- Oversee the School calendar.
- Manage parent and communication; collating and disseminating the school parent bulletin; collate and disseminate the parent bulletin.
- Supporting the Executive Principal and Learning Village BSM in marketing strategy; liaising with the press, managing the school social media output.

RESPONSIBILITIES OF THE JOB

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Knowledge of the legislation that applies to the attendance for pupils including the Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013) and the DFE School Attendance Guidance (July 2019)	X	
2.	Knowledge of the legislation that applies to school admissions including the School Admissions Code (2021)	X	
3.	DSL Qualification		X
4.	Understanding of factors that impact on attendance, including CME, CSE, exclusion and other barriers to learning	X	
5.	Ability to plan and implement effective actions to support students with poor attendance or punctuality.	X	
6.	Excellent numeracy and literacy skills	X	
7.	Communicate clearly with all sections of the school community both orally and in writing.	X	
8.	Highly organised with good time management skills and the ability to work under pressure and independently	X	



9.	Adaptability and flexibility in working practices and the ability to use their initiative	X	
10.	High degree of professionalism in their approach to work and tasks set	X	
11.	Ability to handle sensitive issues keeping confidentiality as required.	X	
12.	Ability to form good working relationships with colleagues, students and parents and work as part of a team	X	
13.	High standards embracing honesty, integrity, loyalty and trustworthiness	X	
14.	Present a good role model to students	X	
15.	Displays commitment to the protection and safeguarding of children and young people	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 - https://75a4cb34-2c20-4977-9e28-55ad4be10fa9.filesusr.com/ugd/ad13b0_a3cb0c0bc6b04501a5d01fa3836bbc6d.pdf