

Job Description: Attendance and Admissions Officer

Reports to: Vice Principal

Start: January 26

Salary: Band 7 of the Ark Outer London Support Scale which ranges from £32,659 to £37,902

Contract: Full time, term time only + 9 days

The Role

As Attendance and Admissions Officer, you will play a key role in ensuring excellent pupil attendance, punctuality, and smooth student admissions. You will work closely with pupils, families, and staff to remove barriers to learning and support the school's mission to ensure every pupil, regardless of background, receives a great education and real choices in life. You will manage daily attendance processes, lead on admission administration, and work with pastoral teams to promote outstanding attendance and safeguarding across the school community.

Key Responsibilities

Attendance

- Monitor and manage daily pupil attendance and punctuality records using the school's MIS
- Produce and analyse attendance data to identify patterns, trends, and areas of concern
- Contact parents and carers regarding unexplained absences, lateness, and attendance concerns
- Work closely with Heads of Year, pastoral staff, and SLT to support targeted attendance interventions
- Coordinate meetings with families to improve attendance outcomes
- Manage referrals to external agencies, including Education Welfare Officers (EWO), where necessary
- Ensure all attendance procedures comply with DfE guidance and safeguarding requirements

Admissions

- Manage the full admissions process for in-year and main round admissions
- Liaise with the local authority, parents, and internal staff regarding offers and waiting lists
- Maintain accurate admissions records and pupil files
- Coordinate school tours, transition events, and admissions communication
- Support pupil transitions into and out of the school, ensuring safeguarding and data accuracy

Support for the school

- Work closely with senior and pastoral leaders to support whole-school attendance strategy
- Provide attendance reports for governors, SLT, and external agencies
- Support safeguarding processes through accurate record-keeping and prompt escalation of concerns
- Provide administrative support for pastoral systems and casework
- Communicate professionally with families and external stakeholders
- Contribute to whole-school events, enrichment activities, and parent engagement

Other

- Maintain strict confidentiality regarding pupil and family information
- Carry out other reasonable tasks as directed by the line manager
- Contribute positively to the ethos and values of the school

Person Specification: Attendance and Admissions Officer

Qualification Criteria

- Right to work in UK
- Qualified to GCSE level (or equivalent) in English and Maths
- Relevant administrative or attendance-related training, desirable

Knowledge, Experience and Skills

- Experience working in a school or similar child-focused environment
- Experience of attendance administration, admissions, or pastoral systems (desirable)
- Strong administrative, organisational and IT skills
- Ability to analyse attendance data and produce clear reports
- Excellent communication and interpersonal skills with children and adults
- Confident working with sensitive and confidential information
- Ability to manage challenging conversations with families professionally
- Strong understanding of safeguarding and child protection priorities

Personal Characteristics

- Genuine passion for supporting young people and removing barriers to learning
- Deep commitment to the school's mission and values
- Calm, professional, and resilient under pressure
- Highly organised with excellent attention to detail
- Proactive and able to take initiative
- Warm, approachable, and solution-focused

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

Please note we will be reviewing applications on an on-going basis and this role may close earlier than advertised depending on the level of response. We strongly encourage to submit your application at your earliest convenience.