



Attendance Officer/Senior Administrator Maternity Cover

Job Purpose

The Attendance, Pastoral & Administrative Officer plays a critical role in maintaining the smooth operational, compliance, and pastoral administration of the school. This role is central to tracking and optimising student attendance, supporting the Designated Safeguarding Lead (DSL) and Senior Leadership Team (SLT), managing key student data within iSAMS, and overseeing daily administrative operations to ensure an efficient environment for staff, students, and parents.

Hours

The day will be split between both roles:

Attendance Officer 0800 - 1200 term time only (term time is 35 weeks per annum)

Senior Administrator 1300 - 1700 term time plus 3 weeks (when the hours will be 0800 - 1700)

Report to

Attendance Officer - Director of Pastoral Care and Safeguarding
Senior Administrator - PA to the Headmaster

Contacts

Deputy Head (Pastoral), Deputy Head (Academic), Deputy Head (Staffing, Co-curricular and Operations), Heads of Year, Deputy Heads of Year, Form tutors, Director of Sport, Director of Co-curricular activities, Director of Music, Data Manager, ITSS, Admin Team, Pastoral Managers and Mentors, Designated Safeguarding Leads and Deputies, Medical Centre Nurses, Chaplain.

Department

Pastoral Care and Admin Team

Key Responsibilities & Accountabilities

1. Attendance & Registration Management

- Monitor and record morning absences, leave requests, and future planned absences (e.g., medical appointments, external sport commitments) via My School Portal, verifying approvals with Heads of Year (HoY).
- Continuously sync and upload attendance data from the sign-in/sign-out app throughout the school day, including signing out students from the SAN.
- Run daily missing register reports for morning and afternoon registrations; follow up directly with teaching staff to resolve missing marks.
- Conduct regular attendance checks, track student attendance percentages in iSAMS, and proactively alert HoYs and the Pastoral team of concerning patterns or trends.
- Execute the Missing Pupil Protocol and conduct direct follow-ups with parents/guardians when unexcused absences occur.
- Record sports fixtures, study leave, and exam marks in iSAMS across all year groups throughout the academic year.

2. Safeguarding, Visa & Statutory Compliance

- Monitor and oversee the Safeguarding Transfer email inbox, immediately alerting the Pastoral team and Designated Safeguarding Lead (DSL) of incoming CPOMS files or sensitive records.
- Monitor and record Safeguarding Declarations in collaboration with key pastoral leads.
- Maintain strict Home Office compliance by generating regular Visa Student Attendance Reports and gathering/recording all travel details for Visa Day Students.

3. Pastoral & Behavioural Administration

- Coordinate centralised lunchtime detentions and compile behavioural reports for key pastoral staff.
- Administer administrative tasks supporting counselling services.
- Provide ad-hoc administrative support to the Deputy Headteacher and DSL as required.

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4. Academic, Event & Operations Support

- Generate regular data and attendance reports for Senior Leadership, Heads of Year, and designated pastoral staff.
- Prepare and compile administrative reports for major school events, including Field Days, Sports Day, and the Big Conversation initiative.
- Draft and distribute official school communications ("School Post") to parents and students.
- Manage meeting room bookings and coordinate the school's Car Share Scheme.

5. Administrative & Governance Duties

- Oversee general school administrative functions to ensure smooth day-to-day operations across the reception and office teams.
- Book meetings, prepare agendas, and take accurate minutes for Senior Leadership Team (SLT) and Pastoral meetings.
- Assist and provide necessary support during inspection (specifically in relation to school attendance)

Personal Specification

- High degree of discretion, integrity, and absolute confidentiality regarding sensitive safeguarding and student data.
- Proactive approach to problem-solving and following up on missing information.
- Strong attention to detail in high-volume compliance and record-keeping environments.

Desirable Skills

- **Technical Knowledge:** Hands-on experience using iSAMS and school portal software (e.g., My School Portal, CPOMS) is strongly preferred.
- **Compliance & Safeguarding:** Understanding of UK school safeguarding procedures, attendance tracking standards, and Home Office visa compliance for international students.
- **Communication:** Outstanding written and verbal communication skills for liaising professionally with parents, external agencies, teaching staff, and senior leadership.
- **Organisation:** Exceptional multi-tasking skills with high attention to detail, accuracy, and the ability to manage confidential data discreetly.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of Department

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