



Melbourne Primary School

ADMINISTRATION & ATTENDANCE MANAGER



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Responsible to:	Headteacher and People and Estates Lead
Salary	SCP 6 £25,989 (pro rata for term time working)
Hours of work:	29.25 hrs per week – Term time only Monday 8.10am to 3.10pm Tuesday - Friday: 8.20am to 3.10pm

We are looking for a warm, caring, enthusiastic and dedicated colleague to join our team as an Administration and Attendance Manager, under the supervision of the Headteacher and People and Estates Lead.

The post holder will be responsible for supporting with the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Melbourne Primary School is part of the Wonder Learning Partnership Academy Trust. As a family of schools with shared values, we believe we can provide the best education for children in our care by working together to develop best practice, whilst retaining our own unique ethos. As part of a forward thinking Academy Trust, where innovations in teaching and learning are integral, staff have the opportunity for continued professional development and career progression.

The candidate will require an excellent understanding of safeguarding and what creates a positive culture for safeguarding. They will be able to work in a positive and calm way.

Melbourne Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS disclosure.

Visits to the school are welcomed and encouraged. Please contact the school office to make an appointment.



Job Description

Pupils

- To ensure the welfare of all pupils is met on a daily basis
- To undertake a range of duties regarding the administration of pupil admissions, including in-year admissions and transition to new year groups
- To undertake a range of duties regarding pupils leaving the school
- To keep and maintain comprehensive pupil data, distributing the information to relevant staff members
- Liaising with prospective families and arranging tours of school, which includes ensuring that all relevant documentation is given to the parents prior to the start date.
- For all admissions and leavers, liaising with the relevant school, for data.
- Support with producing and submitting the school pupil census each term, which includes liaison with the Senior management team regarding data required
- Liaising with Pupil Premium Lead to maintain the appropriate records.
- To produce a variety of data.

Attendance

- Maintaining high attainment of pupil attendance through diligent and vigilant monitoring of absences
- Managing and overseeing the use of the pupil attendance system
- Regular liaison with Senior Leadership Team on any attendance concerns
- Create regular and relevant attendance data reports for Headteacher and Governors

General Admin Duties / Reception Office

- Managing the administration of the reception office and foyer
- To offer an efficient response to all visitors and parents
- Dealing with internal and external telephone queries in a courtesy and professional manner; ensuring that all messages are communicated to the appropriate staff member
- Ensuring that all visitors into school have met the safeguarding requirements prior to entering school.
- Dealing with emails (on all systems) and forwarding to the relevant member of staff
- Reporting any safety issues as they arise
- Fire Warden duties
- To produce any documents required for the start of each half term / academic year, i.e., class registers
- Verbal and written correspondence with parents/guardians, visitors and contractors, including external suppliers



- Daily liaison with the Kitchen team and production kitchen on daily lunch registers, including logging pupil and staff dinner monies as required
- Checking all class registers and lunches are recorded accurately on our Management Information System
- Monitoring the booking system (currently through School Comms) for all clubs, including producing registers and payment of fees

Communication

- Supporting the Headteacher in keeping the schools social media and website communications up to date, including photographs
- Communication with parents through school communication platform
- Assisting with producing and distributing the school weekly newsletter

Business/Finance Admin

- Arranging the banking collections of any payments through the banking procedures
- Keeping check of finances for the clubs such as handling any money through the booking system and cash, as well as chasing or refunding any payments where necessary
- Issue vouchers to families who are entitled to free school meal vouchers
- Record keeping of eligible pupils who have attended activities, for pupil premium lead
- Following procurement process which includes raising purchase orders, ordering and receiving goods and arranging the payment of invoices through WLP Finance team

First Aid

- Designated first aider for school and administering a high level of medical care to pupils and staff by following the Trust First Aid Policy
- Following the procedure for staff accident reporting and taking further action if required
- Termly checking and restocking of first aid boxes

Person Specification		
	Essential	Desirable
Qualifications		
Education Level: A minimum of 4 GCSEs, including Maths and English at grade C or above	X	
First Aid Trained		X



Experience		
Recent experience in an administrative role	X	
Previous experience in a school setting		X
Knowledge and use of school management information systems		X
Experience of using Microsoft Office and Excel in a work environment	X	
Experience of handling money and banking processes		X
Willingness to undertake relevant training, including safeguarding	X	
Experience of working effectively as part of a team	X	
Skills and Knowledge		
Good communication skills, both oral and written	X	
Ability to deal with members of the public in a professional and courteous manner	X	
Strong organisational skills, with the ability to plan, organise and prioritise to meet deadlines. Can work effectively in a busy environment	X	
Ability to use own initiative and to problem solve	X	
Ability to build effective working relationships with colleagues. Able to work independently and as part of a team	X	
Ability to work under direction and on own initiative	X	
Ability to use IT packages including word processing, spreadsheets and presentation software	X	
Ability to use relevant office equipment effectively	X	
Ability to support staff with administrative tasks, seeking support where necessary to respond to complex enquiries		X
Awareness of health and safety issues		X



Understanding of data protection and confidentiality, including knowledge of GDPR legislation		X
Personal Qualities & Values		
Commitment to the Trust's ethos and values and a willingness to support the school's policies and procedures in all areas.	X	
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times	X	
Commitment to safeguarding and equality	X	
Friendly and approachable personality	X	
Embraces change well	X	
Organisational skills	X	
Deals with difficult situations effectively	X	
Good attendance and work ethic	X	

The Trust operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Note – This job description & person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.



How to apply

If you would like to apply for this vacancy, please download a Support Staff application form from the trust website <https://wlp.education/vacancies/>

For any enquiries or to arrange a visit, please email our friendly office team,
admin@mcps.co.uk

Completed application forms should be emailed to **admin@mcps.co.uk**

Closing Date: 4pm on 11th December 2026

Interview: w/c 15th December 2026

The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

