



ATTENDANCE & ADMIN OFFICER ADVERT

We are seeking to appoint an Attendance & Admin Officer, to play a vital role in promoting and improving pupil attendance across the school. To work closely with pupils, parents, and staff to ensure that attendance policies are effectively implemented and that barriers to attendance are identified and addressed.

If you have....

- Previous experience in a similar role within a school environment is desirable. However, it is not essential.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with a range of stakeholders.
- Strong organisational skills and attention to detail.
- Be dedicated to achieving high quality care and provision for all children.
- Be committed to high standards for yourself and others.
- Be able to work in partnership with enthusiastic and supportive staff, parents, governors and the wider community.
- Meet the criteria as outlined in the person specification

What We Offer:

- A very supportive and friendly working environment.
- Opportunities for professional development and training.
- A chance to make a significant impact on the educational outcomes of our pupils.
- Employee Assistance Programme

Please contact the school office for further details and an application form.

Closing date for applications: **Monday 9th March 2026 at 9:00am**

Interviews: **W/E Friday 13th March 2026**

Start Date: **Monday 13th April 2026**

Lyon Park Primary School practice safeguarding procedures for children. References will be taken up for all short-listed candidates prior to interview. All successful candidates are required to be DBS checked.

Lyon Park Primary School is an equal opportunities employer and welcomes applications from men and women of all ages from any backgrounds and from candidates with disabilities.

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| Job Title | Attendance & Admin Officer |
| Pay range | £27,851.26 (actual annual salary inclusive of London Weighting) |
| Reports to | School Business Manager |
| Staffing Responsibility | N/A |
| Restricted | No |
| Hours of work | Monday to Friday, 36 hours a week, term time only plus 1 week in the holidays |
| Job Purpose: We are looking for an ambitious, resilient, determined and proactive person to join our excellent school team to take on the important role of further improving our children's attendance and punctuality. You will work effectively as part of a school team, building excellent relationships with families to consider the best possible outcomes to support our families. | |