



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Attendance and Admissions Officer / Deputy Designated Safeguarding Lead

School: Sandown Primary School and Nursery

Grade: Single Status [6](#)

Responsible to: Headteacher

Purpose of the Role:

To provide, under the instruction or guidance of senior staff, administrative support in all issues related to raising standards of student attendance and punctuality.

To be responsible for, under the instruction or guidance of senior staff, the admissions process for the school, including Nursery and Reception intake, and leavers including Common Transfer Files, pupil files waiting lists, transfer to secondary school etc.

In addition (DDSL)

To advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

Key tasks:

Admissions:

1. Administer the school's admissions process, including managing applications, processing paperwork, and maintaining student files.
2. Coordinate prospective parent visits and provide information about the school.
3. Manage waiting lists and ensure accurate records of student placements.
4. Handle admissions for nursery, reception, and transfers to secondary school.

Attendance:

1. Monitor and record student attendance data, identifying patterns and trends.
2. Responsible for the pupil database for the whole school, maintaining and updating it accurately on a day to day basis, including maintaining and updating

the electronic registration system. To ensure confidentiality and security of data at all times.

3. First line of contact for parents/carers in relation to attendance, developing positive relationships and encouraging more hard to reach students and parents/carers to engage. To make phone calls home to report on the first day of unaccounted absence of any students.
4. Responsible for the improvement of attendance throughout the school and to meet the school attendance annual targets using data from Arbor Attendance System to identify trends and to intervene appropriately, working alongside the senior leadership team and other support staff.
5. Make phone calls on the first day of absence and undertake home visits where necessary and ensure meticulous records of actions and outcomes are kept as part of the Safeguarding team.
6. Record and file medical letters and provide updates as needed.
7. Produce and distribute a variety of letters related to attendance issues on behalf of the head teacher as well as attendance rewards and certificates.
8. Monitor and evaluate interventions and suggest or make changes where necessary.
9. Produce reports and presentations on attendance data for school leadership/Governors and assist with the development and implementation of school policies and procedures related to attendance and admissions.
10. Communicate/meet with parents regarding student attendance, providing updates and seeking clarification.
11. Collaborate with teachers, and other school staff to address attendance concerns.
12. Work with external agencies and support services to address complex attendance issues and responsible for LEA statutory reporting.

Deputy Designated Safeguarding Lead

The Deputy Designated Safeguarding Lead (DDSL) supports the Designated Safeguarding Lead (DSL) in ensuring the safety and well-being of students within the school.

The DDSL will assist in managing safeguarding concerns, Liasing with wider partnership agencies, providing support to staff, and ensuring that the school adheres to safeguarding policies and legal requirements. In the absence of the DSL, the DDSL will take on the responsibility for safeguarding matters.

Key Responsibilities:

Safeguarding Support:

1. Assist the DSL in implementing and maintaining the school's safeguarding policies and procedures.
2. Support the management of safeguarding cases, ensuring appropriate actions are taken to protect children.
3. Act as the safeguarding contact in the absence of the DSL.

Training and Staff Guidance:

4. Provide staff with safeguarding guidance, ensuring they understand their responsibilities and how to report concerns.
5. Assist in keeping records of regular safeguarding training to staff, in line with statutory requirements.

Record Keeping and Reporting:

6. Maintain accurate and secure records of safeguarding concerns and actions taken.
7. Ensure records are shared appropriately with relevant agencies, while ensuring confidentiality is upheld.

Collaboration with External Agencies:

8. Work with external agencies, such as social services and the police, to ensure appropriate support for at-risk students.
9. Assist in making referrals to external agencies when required and attend multi-agency meetings.

Promoting a Safeguarding Culture:

10. Promote an environment in which safeguarding is a priority, encouraging openness about concerns and ensuring a proactive approach to child protection.

PERSON SPECIFICATION

Essential education and qualifications

1. RQF Level 2 in) in English and Mathematics

Essential key skills, abilities, knowledge, experience, values and behaviours

2. Knowledge of safeguarding and child protection procedures (e.g., Child Protection Training or willingness to complete it).
3. Experience working in a school office, education, or administrative role, especially related to student attendance or admissions.
4. Experience in a safeguarding or child protection role.
5. Knowledge of safeguarding procedures, including Keeping Children Safe in Education (KCSIE).
6. Experience of working with attendance data and understanding attendance policies and procedures.
7. Knowledge of admissions procedures, including managing applications and liaising with local authorities.
8. Understanding of attendance policies and how to track and improve student attendance, including understanding the importance of legal requirements and educational implications.
9. Familiarity with the school admissions process and related documentation.
10. Able to use school management systems (e.g., SIMS, Arbor) and maintaining accurate student records.
11. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
12. Ability to plan and organise a varied workload, on occasion working to short deadlines and whilst maintaining confidentiality.
13. Knowledge of data protection laws (GDPR) and ability to manage sensitive information confidentially.
14. Ability to analyse, interpret and clearly present data, some of which may be complex, in line with Data Protection regulations
15. Ability to resolve attendance-related issues and work with parents or external bodies to ensure that students' attendance improves where necessary.

16. Ability to deal with challenging situations, including managing difficult conversations about attendance or admissions.

Desirable key skills, abilities, knowledge, experience, values and behaviours

17. Familiarity with school policies regarding attendance, admissions, and safeguarding.

18. Experience of liaising with external agencies and participating in multi-agency meetings.

Document version control:

Date created/amended: April 2025

Name of person created/amended document: SB

Job Evaluation Reference: 14412

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No