



**Administrator and Attendance Officer  
Recruitment Pack  
Hardwicke Parochial Primary Academy**





Dear Applicant,

Thank you for your interest in the post of Administrator and Attendance Officer.

Hardwicke Parochial Primary School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website [www.hardwicke.gloucs.sch.uk/web/](http://www.hardwicke.gloucs.sch.uk/web/) and the Trust website - [www.dgat.org.uk](http://www.dgat.org.uk) - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 29<sup>th</sup> January 2026. Interviews are scheduled to take place on 3rd February 2026.

To submit your application please email the completed form to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) before the closing date.

Yours faithfully

Miss Sharon Cale

Headteacher



The Diocese of Gloucester Academies Trust seek to appoint an

### **Administrator and Attendance Officer**

We are currently seeking a motivated, detail-oriented individual to join our school as an **Administrator and Attendance Officer**. This role is essential in supporting the efficient operation of the school through accurate attendance management and a variety of general administrative responsibilities.

We can offer

- Support for all staff alongside excellent professional development
- A dedicated team
- Enthusiastic, motivated, and happy children
- A supportive and inclusive working environment
- A family community

An application form can be downloaded from the vacancy area of our website, or please email [admin@hardwicke.dgat.org.uk](mailto:admin@hardwicke.dgat.org.uk)

The post is offered as a salary of Grade 3 on a fixed term basis.

This is a part-time post for 19.5 hours a week

Further details and an application form can be downloaded from the vacancy area of our website [www.hardwicke.gloucs.sch.uk/web](http://www.hardwicke.gloucs.sch.uk/web) or via [www.dgat.org.uk/vacancies](http://www.dgat.org.uk/vacancies)

If you would like an informal conversation about the role please contact Miss Sharon Cale, Headteacher via [admin@hardwicke.dgat.co.uk](mailto:admin@hardwicke.dgat.co.uk) or via 01452 720538.

Closing date for applications is **29<sup>th</sup> January 2026**.



### **Other information that might help you decide if this is the role for you**

Usual working days and times:	Within school hours
Work environment	e.g., classroom, shared office, own office, elements of lone working if applicable.
Dress code:	Smart/casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: <a href="https://www.dgat.org.uk/cpdl-and-events">https://www.dgat.org.uk/cpdl-and-events</a></p> <p>A range of clear and supportive policies.</p>

#### **Please note:**

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.

## Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

### ***Our vision is to enable all to flourish.***

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

### **Our aims are to be:**

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

### **Our core principles:**

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

### ***School is Trust and Trust is School***

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal

- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

## Job Description

Job Title:	Administrator and Attendance Officer
Responsible to:	Headteacher
Line Management:	Headteacher
Contract Type:	Fixed term

### Overall purpose of this post

**Job Purpose:** To carry out the functions of office and attendance administration as outlined in the job specification.

### Key Responsibilities

- Ensure safeguarding, health and safety and security protocols are communicated and understood by all visitors at the school.
- Act as first stop for incoming post, phone calls, email and distribute as appropriate, where necessary / cover is needed
- Be a welcoming first point of call parents, children, volunteers and visitors, where necessary / cover is needed
- Contact parents when appropriate, e.g. when their child needs to be collected due to illness.
- Maintain the school single central record (SCR)
- Process approved orders and goods receipt items within the Trust finance platform Hoge100, following the Purchase to Pay process
- Process staff expenses through Hoge
- Collate financial information to support the School Finance Partner with month end reconciliations i.e. payroll and credit card etc.
- Record staff absences accurately within school MIS platform, Arbor
- Maintain Breakfast and Afterschool Club bookings and invoicing through Arbor, including debt management
- Maintain school records with regards to health and safety issues and distribute in line with school process.
- Undertake health and safety and fire testing checks as directed by the headteacher.
- Maintain the school MIS (Arbor) in relation to all required pupil & staff information including completion of accurate data collections and returns, e.g. the school census.
- Maintain staff personnel records including filing of recruitment and contract information.

- Be responsible for accurate invoicing of lettings as directed by the Headteacher (raise an invoice).
- Assist with the organisation and financial viability of school trips and collecting or parental contribution through Arbor.
- Maintain an up-to-date and accurate inventory of stock, and place orders when required.
- Analyse and evaluate data and produce reports as required.
- Maintain the school website as directed.
- Play a key role in writing and designing general school materials such as the newsletter/prospectus
- Implement time efficient processes to reconcile income received by parents to the school, e.g. for school lunches, trips and uniform.
- Ensure the security of cash stored in the office, albeit minimal.
- Provide information to parents on the Free School Meals service and process applications as required so that Pupil Premium allocations are maximised.
- Support Headteacher with school recruitment processes i.e. liaising with Central team members and keeping school MIS platform (Arbor) up to date with any changes.
- Upload Trust HR policies to the school website
- Maintain local HR system (when in place)

### **Attendance Management**

- Administer all new pupil admissions, updating school literature where necessary and creating new records on MIS platform / importing CTF files.
- Maintain accurate records of all pupils including actioning leavers via CTF export
- Manage accurate pupil attendance data.
- Ensure timely reporting of attendance information.
- Maintain and update pupil attendance records in the school's database
- Follow up on attendance discrepancies, communicating with pupils, parents and staff as necessary.
- Produce attendance related letters to parents upon guidance of the Headteacher
- Produce holiday request outcome letters and follow process of recording, where fines are applicable
- Issue fines VIA FPN Platform
- Analyse and share statistics with Senior Leaders and other professionals.
- Maintain accurate records of lunch order through cashless platform.

## Premises and Wrap Around Care

- Liaise with the Caretaker to ensure the school premises are maintained to a high standard and remain safe, clean, and fit for purpose.
- Ensure all premises-related contracts are up to date, including the completion of required annual and bi-annual checks in line with the school's independent contractual obligations.
- Work in partnership with the DGAT central team to manage, monitor, and review DGAT-managed contracts, ensuring compliance and value for money
- Oversee compliance for wraparound care, including first aid, food hygiene, and safeguarding requirements, ensuring all statutory and regulatory standards are met.
- Act as the first point of contact for wraparound care queries and complaints, managing concerns promptly and professionally in line with school policies.
- Manage parent bookings and payments for wraparound provision, ensuring systems are efficient, accurate, and transparent.
- Ensure staffing arrangements meet required ratios at all times and that staff are appropriately trained, qualified, and deployed in line with statutory guidance.

## Administrative Support

- To greet all visitors and make them feel welcome whilst ensuring all necessary checks are undertaken in line with safeguarding guidance and requirements.
- Be a warm, approachable point of contact for parents, carers, and visitors.
- Perform general administrative duties to help develop the school's relationship with parents and the wider community.
- Handle reception duties efficiently, including answering telephone, reviewing answer phone messages email and face-to-face enquiries and forwarding to relevant team members as necessary
- Maintain school diary and manage bookings / meeting requests and online calendars where applicable
- Assist with school newsletters and website management.
- Support with administration of school trips including swimming and assisting payment tracking.
- Provide general administrative support to the school office.
- Ensure confidentiality is maintained and handle sensitive information with discretion.
- Maintain accurate pupil records and contact information

- Create School Census return within MIS platform, review data for approval by Headteacher.
- Undertake relevant training.

### **Standards and Quality Assurance:**

- To support the ethos, aims and values of the school.
- To follow and implement school policies and procedures.
- To set a good example in terms of dress, punctuality and attendance.
- To undertake professional duties that may be reasonably assigned by the Head Teacher, Senior Leadership Team.
- To be proactive in matters relating to health and safety and be committed to safeguarding pupils.

### **Professional Development**

- Be proactive in identifying professional development and training needs.
- Participate in training and development activities as required.
- Be an active participant in the performance management process.

### **Personal Commitment**

- Demonstrate the Trust's vision and core principles throughout the job role
- Act as a positive model.
- Always be a positive advocate for the Trust.
- Take personal responsibility for undertaking all aspects of the job role and be proactive in independently problem solving in the first instance.
- Seek support and guidance when necessary.

### **Other Responsibilities**

- Contribute to a positive team atmosphere, and a positive image of the Trust with all stakeholders.
- Always act professionally and with integrity.
- Contribute to effective safeguarding culture across our schools.
- Undertake continual professional development and learning.
- Work within all Trust policies and procedures

## Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

## Person Specification

	Essential	Desirable
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the school	<b>X</b>	
Committed to the school's vision	<b>X</b>	
<b>Experience</b>		
Office/administrative experience	<b>X</b>	
Attendance – related experience		<b>X</b>
MIS systems		<b>X</b>
Microsoft Office Tools	<b>X</b>	
<b>Personal qualities</b>		
Friendly and approachable with strong written and oral communication skills	<b>X</b>	
Good written and oral skills	<b>X</b>	
Well-motivated with the ability to use own initiative	<b>X</b>	
Excellent organisational skills and attention to detail	<b>X</b>	
Flexible and cooperative team worker	<b>X</b>	
Reliable and punctual	<b>X</b>	
Able to work efficiently and accurately under pressure and to prioritise tasks	<b>X</b>	

Confident in dealing with a variety of stakeholders	<b>x</b>	
Professional and honest	<b>x</b>	