



EER253
Chiswick
£40,000
One Month

Education professional with extensive experience in pupil attendance management, ensuring accurate recording, reporting, and compliance across school systems. Skilled in liaising with SLT, Heads of Year, safeguarding, SEN and parents to support student engagement and monitor absence trends. Proven ability to manage attendance processes, produce timely reports and contribute to school-wide inclusion and safeguarding initiatives.

EER253

Career History & Experience

London Academy Feb 2025 - to date **Attendance Manager**

- Responsible for pupil daily attendance & student leavers and coding of all absences correctly
- Receiving and inputting notification of student absence (Bromcom). Email, Voicemail & Telephone Call.
- Informing/updating relevant departments of absences, in real time.
- School trip & work experience attendance
- Processing student leaver - requesting completion of leaver forms, travel documents, confirmation of school start date.
- Off - rolling students on Gateway system
- Processing CME, Attendance Referral, Attendance Concern fines
- Attending weekly year group inclusion panels
- Working daily with Heads of Year, Safeguarding, SEN & School office
- Producing daily absence and late report, and distributing Excel report by 10.35am
- Logging lates on Bromcom – late gate, arrivals after 8.40 & 9.15.
- Monitoring arrivals & leavers on Inentry – throughout the day
- N code list check daily before N text is sent – assisted by team member
- Attendance letters – discussed and agreed with HOY/SLT
- School Attendance Tracker – Present/Absent Days/YTD
- Weekly Year Group Tracker
- Staff Register Monitoring. AM & PM
- Parent & student attendance meetings
- Term time absences - authorisation
- Exam Registers - extra time room/scribing

London Academy Jan 2025 **Receptionist/Administrator –Temp**

London Academy January 2023 – May 2024 **Education Welfare Officer**

- Responsible for school late gate 8.20am–9am.
- Entering late marks on Bromcom.
- Encouraging students to arrive on time



- Contacting parents to discuss reasons for repeated lateness to school
- Attend morning school day briefing Inc. SLT & HOY
- Make arrangements for and to lead on meetings with regards to individual pupils experiencing attendance issues.
- Contribute to multi-agency/multi-disciplinary meetings, groups, interventions, planned and strategies as necessary
- Maintain effective liaison with other services in the Children, Families and Adult Services, as well as with other services and agencies concerned with the education and welfare of children, especially regarding cases of Child Protection.
- Plan and implement regular home visits to support, advise, evaluate and work with Heads of Year on the effectiveness.
- Liaise with parents' daily regarding school attendance
- Input and monitor attendance concerns using Edaware system
- Monitoring overall and persistent absence rates for different groups of students
- Run attendance meetings with families and students to support good attendance
- Support reintegration of PA students into the school community
- Make morning/daily attendance phone calls to watch list students
- Work with the attendance officer to plan and implement the development of a robust attendance strategy
- Support the DSL/DDSL in encouraging the follow-up of safeguarding concerns
- Create positive working relationships with parents.
- Supervise pupils whilst on duty and assist with general pastoral care
- Provide general support in school for parents, stakeholders and partners regarding all issues that impact on children and young people's ability and opportunities to access education (e.g.: child employment, elective home education, term time holidays, medical needs etc.)
- Actively promote the safety and welfare of our children and young people
- Attend weekly Year Group - Student Support Meeting – to discuss and plan with HOY/SEN/DSL
- Assist the Principal in maintaining and developing all that is distinctive in our Academy
- Ensure the Academy vision and values of the Academy are clearly articulated, shared, understood and acted upon effectively
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

London Academy November 2022 - January 2023
Temporary School Receptionist

London Academy September 2022 – November 2022
Temporary HR Administrator

- Managing the HR Information system (BROMCOM), ensuring electronic employee records are accurate
- Maintain an accurate Single Central Register (SCR)

Services Business July 2022 – September 2022
Finance & Services Manager



Primary School September 2020 – June 2022 **School Office Manager**

- First point of contact for all staff, pupils and visitors – Using Inventory System
- Dealing with enquiries over the telephone and via email
- Logging pupil daily absence & lateness on SIMS
- Using Edaware to document concerns
- Responsible for School Meal debt payments – collection of payments on a daily basis
- Creating invoices for Nursery payments
- Forward planning/billing term in advance
- Responsible for liaising with Nursery parents and creating invoices for payments/collecting & chasing payment
- Role also includes adding of Nursery Grants and discounts – Childcare vouchers
- Responsible for managing the production of the school weekly newsletter, editing and distributing to all parents, staff & governors
- Working as part of a busy office team
- Communicating with parents via text & email using Schoolcomms
- Assisting the Headteacher with amendments of letters and other documents
- Managing breakfast club applications and places – billing ad hoc drop offs
- Responsible for planning and billing all school clubs weekly/termly
- Using Schoolcomm to create Breakfast Club and school trip payments
- Liaising with Business Manager and HR Manager on a day to day basis
- Booking and scheduling school photographer – planning location and timetable
- Liaising with teachers and parents regarding weekly booster classes – absences & late collections
- Covering medical when needed
- Working closely with caretaker and school kitchen

High School June 2020 – September 2020 **Finance/HR Administrator**

- Creating holiday and sickness folders for all staff
- Entering all holiday requests and ensuring that procedure has been followed e.g. entered on SIMS
- Working daily with School Business Manager and Head Teacher
- Entering purchase orders onto FMS
- Taking daily school office telephone calls
- Using Inventory to sign visitors and staff in and out of the school
- Following all COVID-19 guidelines and procedures

Infant School March 2020 **School Administrator**

- Daily attendance on SIMS - Liaising with Head & Deputy Head regarding daily attendance
- Producing lunch dinner numbers for Kitchen Manager
- Calls to parents to collect children due to Government advice – Covid19
- Preparing homework packs for children who were isolated.
- General office support



Academy September 2019 – December 2019
Temporary Assignment - School Admin Manager

- Meeting and greeting visitors (sign in, badges, H&S leaflet, packs)
- Answering calls
- Filing
- Sims updates
- Updating student's folders/ folders for new students
- Homework
- General info letters
- Transport changes - calls and emails
- Assistance in the management of the administration
- Templates for emails, messages to parents/transport/LA
- Email priorities & Paper chain
- Overseeing of food orders for both sites
- School message in holidays (phone) closure

December 2013 – December 2018
Various School Admin Temporary Assignments

SEN School March 2013 – December 2013
Schools Administrator

- Manage and provide administrative support using the SIMS (School Information Management System) to the School Management Team, to enable standardisation and an effective service for the referral, and registration of attendance and attainment data of students.
- Responsible for Co-ordinating all student referrals ensuring that they are dealt with in a timely manner.
- To take the lead for all administration regarding SEN, ensuring statements are up to date and circulated as necessary to the relevant people.
- Assisting the Head Teacher and liaising with all other relevant staff members regarding Accreditations, Assessments & Examinations
- Provide administrative support to the Delivery staff team as required
- Draft appropriate correspondence on behalf of Delivery staff
- Support all Delivery team when preparing termly reports for parents and referrers
- Draft and send letters out regarding poor attendance, half-term, review day, trips, review day, interviews, home visits, work experience, mock exams and summer exams plus other correspondence as required
- Report staff absences to HR for all sites
- Source and co-ordinate resources, materials and equipment for each Provision, completing purchase order forms, obtaining relevant signatures then upload via SharePoint

Services Group September 2012 – January 2013
Sales Support Administrator

Services Group November 2011 - April 2012
Sales Co-ordinator/Administrator