



**ST MODWEN'S CATHOLIC
PRIMARY SCHOOL**
Excellence For All Through Jesus' Love

**St Modwen's Catholic Primary School,
Tutbury Road, Burton Upon Trent, Staffordshire, DE13 0AJ**
Head Teacher: Mrs Andrea Sherratt
Tel: 01283 247560
Email: office@st-modwens.staffs.sch.uk

Grade 5 Admission and Attendance Officer Required for immediate start

37 Hours, Fixed-term position initially until 31.3.2027, Term-time only plus inset days (45.05 paid weeks per year). Annual Full-Time Salary to be pro-rated (SCP 6-9 £25,989 - £27,254 - pro rata salary £22,454 - £23,547 p/annum)

External Advertisement

37 Hours, Term-time only Admission and Attendance Officer (Grade 5 – subject to Job Evaluation) Required for immediate start, Fixed-term Contract from as soon as possible until 31.03.2027.

We are looking for a dedicated and organised Attendance and Admissions Officer to join our team and play a key role in improving pupil attendance and engagement.

Working closely with teaching and pastoral staff, pupils, families and external agencies, you will help to identify and remove barriers to attendance. You will be the first point of contact for absence related enquiries, responsible for monitoring attendance data, following up on absences, making home visits, and promoting the importance of good attendance across the academy.

You will also lead the school admissions process through to enrolment, liaising effectively with all parties and addressing queries.

You will need excellent communication skills, a calm and professional approach, and the ability to handle sensitive situations with discretion.

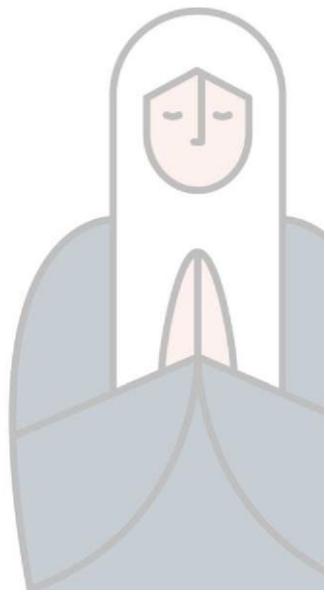
We're looking for someone who has:

- A proactive and empathetic approach
- Excellent organisational and IT skills
- Experience working with young people and families
- Knowledge of attendance procedures and safeguarding

In return, we offer:

- A supportive and inclusive working environment
- Opportunities for professional development
- A chance to be part of a team making a real difference

As Head Teacher, I warmly welcome you to visit our school.





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For an application form, along with information regarding the responsibilities of the post, job description and person specification, please see our school website - [St Modwen's Catholic Primary School - Home \(st-modwens.staffs.sch.uk\)](http://St-Modwens.staffs.sch.uk). Visits to school are warmly welcomed - please contact the school office to make arrangements.

CLOSING DATE: 9:00am Monday 26th January 2026

INTERVIEWS: Wednesday 28th January 2026

Commitment to safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment.

Our recruitment process follows the keeping children safe in education guidance.

Offers of employment may be subject to the following checks (where relevant):

- childcare disqualification
- Disclosure and Barring Service (DBS)
- medical
- online and social media
- prohibition from teaching
- right to work
- satisfactory references
- suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

