



HEAD TEACHER – REBECCA SMALE
GOSDEN HOUSE SCHOOL, BRAMLEY, GUILDFORD, GU5 0AH
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JOB DESCRIPTION

Job Title: Admin Assistant – Admissions & Attendance

Reports to: School Business Manager, Senior Admin

Date: from September 2025

Job Purpose:

To monitor pupil attendance and be responsible for maintaining the School Management and database Systems, including SIMS and the Single Central Register (SCR) To be the first point of contact for Surrey transport and to liaise with parents/carers via ParentMail.

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- Manage the morning and afternoon registers to support attendance and ensure the safety of pupils.
 - Liase with parents and carers when a pupil is not in school and no absence has been reported
 - Support the maintenance and updating of the School's Information Management Systems (full training will be provided).
 - Administer and monitor update of the schools Single Central Register (SCR)
 - Weekly meetings with Senior Leadership Team regarding attendance
 - Update school pupil & staff database
 - Run school & pupil census
 - Administration of admissions including student files & free school meal eligibility
 - Administration and issue of Free school meal vouchers
 - Reception cover and general admin assistance to help with the smooth running of the school office
 - Assistance for events

SAFEGUARDING STATEMENT: *Gosden House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).*

We reserve the right to close any recruitment campaign early.

9.5.2025



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