



## Attendance & Admissions Lead



## Shirley Infant and Junior School

<b>Location:</b>	Shirley Infant & Junior Schools
<b>Contract:</b>	Mon – Fri 26.5 hours per week, term time only, permanent
<b>Salary:</b>	Grade 6 - between £18,311 to £19,734 per annum (actual) £29,743 to £32,054 per annum full time equivalent
<b>Application deadline:</b>	13 <sup>th</sup> July 2026
<b>Interview date:</b>	By arrangement
<b>Start Date:</b>	1 <sup>st</sup> September 2026

Shirley Infant and Shirley Junior Schools together form a vibrant, inclusive learning community serving children from Year R to Year 6 in the Shirley area of Southampton. United by a shared commitment to ensuring every child belongs, achieves and thrives, we work closely in partnership to provide a seamless primary education.

Shirley Infant School is a three-form entry setting with 270 pupils, driven by our vision: Every Child, Every Chance, Every Day. We provide inclusive, engaging learning experiences and foster a nurturing environment where children show respect, care and excellent behaviour. At Shirley Junior School, we build on these foundations, offering a welcoming and inspiring setting for pupils aged 7–11. Our ethos centres on high expectations and strong relationships, with a clear focus on academic success, wellbeing and belonging. Our core values of Kindness, Integrity and Respect underpin all that we do.

A key strength of our schools is our close collaboration. Staff teams work together across both settings to ensure continuity, strong progress and smooth transitions. We share curriculum development, themed weeks and events, and provide opportunities for pupils and staff to learn and work together. This partnership creates a consistent, enriched experience for all.

Across both schools, you will join dedicated and passionate teams committed to making a genuine difference. You will help shape creative, inclusive learning while benefiting from a strong culture of collaboration and shared practice.

Both schools are part of the Jeffery's Education Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust currently with 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Jeffery's Education Partnership is a network of 7 schools which work together to provide an 'all-through education' experience for children in the Shirley community in Southampton.

### **Role Summary:**

We are seeking an organised, proactive and highly collaborative Attendance and Admissions Lead to work across both Shirley Infant and Junior Schools, playing a vital role in supporting pupils and families from Year R through to Year 6. This important cross-school role is central to ensuring excellent attendance and smooth admissions processes, combining strong administrative expertise with a genuine commitment to pupil wellbeing. You will work closely with school leaders, families, and external agencies to monitor attendance, identify patterns, and implement effective strategies to support pupils at every stage of their journey. Alongside managing admissions, maintaining accurate records and analysing data, you will be a key member of our shared office team, contributing to a welcoming, efficient and supportive

environment across both schools. This is an opportunity to make a real difference within a collaborative, values-driven community, where your work will directly support children to thrive and succeed.

### **We are seeking a professional individual who:**

- Has extensive experience of building and maintaining strong relationships, demonstrating compassion towards other people's situations
- Can demonstrate excellent communications skills, displaying a positive, helpful and attentive approach
- Has experience of liaising and working effectively with a wide range of stakeholders, including: external agencies, senior leaders, staff, pupils and their families
- Has experience of maintaining detailed and accurate records, paying good attention to detail
- Is driven and self-motivated with a proven track record in excellent service delivery and achieving goals and objectives
- Has experience of working in an administrative department and managing administrative processes and procedures
- Has an understanding of educational issues
- Can uphold the importance of confidentiality in relation to staff and pupil matters
- Can display commitment to the safeguarding and protection of children

### **What we offer you:**

- An opportunity to be part of a collaborative team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Wellbeing Day
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

### **About Hamwic Education Trust:**

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

### **Application Procedure:**

If you would like to discuss the role further, please contact Bree Enemark, Operations Manager by emailing [bree.enemark@shirleyschools.co.uk](mailto:bree.enemark@shirleyschools.co.uk) to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found at [Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust](#) and return to [bree.enemark@shirleyschools.co.uk](mailto:bree.enemark@shirleyschools.co.uk)

**CVs will only be accepted along with a completed application form.**

**Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.**

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.