



The Rudheath
Senior Academy

Attendance Administrator

Application Pack



About the Role

Are you an individual who can see the potential in every child and is ambitious in supporting children and families to secure good attendance to school. **If so, the Rudheath Senior Academy is the school for you!**

Working as our Attendance Administrator can be incredibly rewarding as you support our pupils through their secondary school journey. You will need to be competent with undertaking the administration of attendance data, maintaining constructive relationships with parents/carers, and ensuring good attention to detail in the management of school information.

Our ideal candidate will understand the impact that poor attendance has on a child's life chances and be determined to make a difference. You could be a current school administrator or someone from a different professional background seeking a new challenge.

This is a busy and varied role for someone who is pleasant and approachable for all members of the school community. Our Attendance Administrator will be a friendly point of call, ensuring all reports of absences are dealt with effectively and efficiently.

With the highest calibre of teaching and support staff, our culture and team ethos is very much set around high ambitions for

children and a relentless passion to open their eyes to the wonderful world of possibilities.

As a key member of the pastoral team at Rudheath, you will be someone who remains calm under pressure, be proactive, and has the ability to work independently as well as part of the wider attendance team.

We make a promise that every pupil will leave here as a resilient, independent, and happy individual, and to make that happen we will be relentlessly ambitious about creating remarkable experiences and making memories that last a lifetime.


If you feel you can contribute to our school, we look forward to receiving your application soon.

“This school is a friendly and welcoming community. Staff know the pupils well and ensure that they are well cared for.”

- Ofsted, 2023



Role Specifics



Job:	Attendance Administrator
Accountable to:	Attendance Manager
Contract:	Permanent
Hours per Week:	37 hours per week Monday to Friday, 08:00am – 16:00pm Term Time Only
Salary:	National Joint Council Pay Scales SCP4 – SCP7 (£24,404 - £25,183 FTE) £21,056 – £21,728 pro-rata per annum Salary negotiable for the right candidate
Start Date:	June 2025
Closing Date:	Friday 28 th March 2025 at 09:00am

How to Apply

Should you wish to apply for the post, please download an application form from the Rudheath Senior Academy website and email this to recruitment@rudheathsenioracademy.org.uk.

Job Description

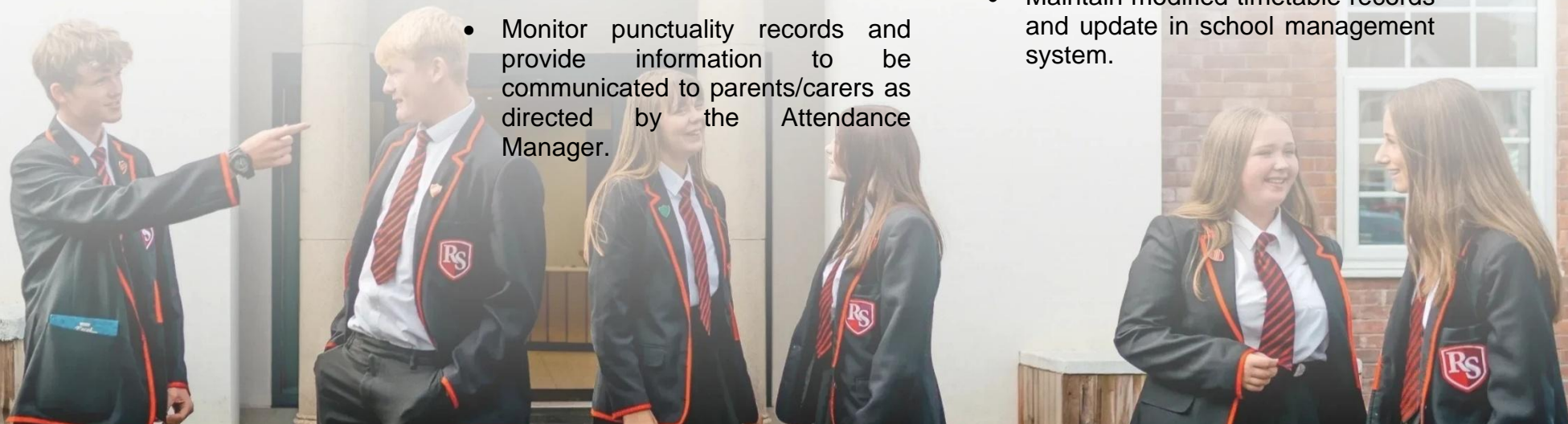
Main Purpose

To provide a range of administrative functions to support the Attendance team which includes routine clerical duties, such as making and receiving telephone calls, maintenance of attendance records, distributing correspondence to families, and ensuring register data is accurate.

Our ideal candidate will be proactive and ensure information on pupil attendance and punctuality is recorded correctly, to support the school's monitoring and evaluation processes.

Key Responsibilities

- Make 'first day absence' calls home. Take phone calls and log all absences on Arbor.
- Monitor attendance for all year groups and liaise with the Attendance Manager to discuss any attendance and punctuality issues.
- Ensure completion of class registers through Arbor. Chase up missing registers and monitor incorrect registers.
- Record students arriving late to the school and to record appropriate next steps in line with the school's attendance policy.
- Monitor punctuality records and provide information to be communicated to parents/carers as directed by the Attendance Manager.
- Produce all letters for punctuality and for anything else associated with attendance. In the event of a FPN (Fixed Penalty Notice) collate and send all relevant documentation to the local authority.
- To log and update attendance records on the school's attendance tracker.
- Recording of appointments and future absences for all students.
- Liaise with all stakeholders for processing absence forms and issuing relevant correspondence to parents/carers.
- Maintain modified timetable records and update in school management system.



“We want an exceptional administrator to join us, opening doors to inspirational learning through good attendance to school.”

Person Specification

Qualifications

- Demonstrable levels of numeracy and literacy equivalent to GCSE (A* - C) or above in English, Maths and Science.
- Evidence of CPD and/or qualifications relevant to the post (desirable).

Experience

- Working within a clear vision and set of values.
- Previous experience working in a school environment (desirable).
- Experience of liaising with a range of stakeholders, including pupils, parents/carers and staff.
- Experience of working in an effective pastoral team and office environment, ideally within a school setting.
- Competent user of Microsoft Office and confident to learn and use new technologies and systems.
- Experience of working in a customer service role (desirable).

Knowledge

- Understanding in working in a variety of situations and with both staff and students in a clear and professional manner.
- Willingness to undertake study/CPD relevant to the job role.
- Awareness of relevant legislation relating to safeguarding and child protection.
- Understanding of the characteristics of working with students (desirable).

Skills

- Excellent communicator.
- A 'Can Do' attitude and hardworking.
- Excellent timekeeping.
- Excellent interpersonal skills with pupils, colleagues, parents and outside agencies.
- Ability to ask for support and advice where necessary & to work to tight deadlines under pressure.
- Self-motivating with a positive outlook and attention to detail.
- Ability to build and work as part of an effective team, as well as being able to use initiative and work independently.
- Ability to see tasks through to a successful conclusion.

Recruitment Information

How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school's website (www.rudheathsenioracademy.org.uk), and send this to recruitment@rudheathsenioracademy.org.uk by the closing date and time.

Closing date: Friday 28th March 2025

Time: 09:00am

Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

Why North West Academies Trust?

NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residential, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.



“Opening Children’s Eyes to the Wonderful World of Possibility”

