



ATTENDANCE ADMINISTRATOR

Permanent
Term Time

Closing Date 9.00am Friday 5 September 2025



Dear Candidate

I am delighted that you have requested further information regarding the position of **Attendance Administrator** at Unity College. This is a permanent, non-teaching role.

I have been the Headteacher at Unity College since September 2022. Unity College has a very positive, friendly atmosphere. Staff care passionately about the well-being of our children and students are vibrant, enthusiastic and affable. Although Unity College is a large school, we strive to maintain a 'family feel' and a powerful sense of community in which every member of our community feels that they belong, are valued, and contributes positively to College life.



The role of Attendance Administrator is a crucial role within college, supporting efforts to ensure students attend regularly and have the best chance of academic success. This role focuses on early intervention to address absenteeism, ensuring accurate data entry, supporting legal compliance and working with the wider team to promote an attendance focused environment.

We are seeking a highly organised and enthusiastic individual to join us. The successful candidate will play a key role in implementing the College's Attendance Strategy and will work closely with the Attendance Manager and wider pastoral team. The ideal candidate will have experience in working with young people, managing attendance systems and contributing to improved attendance outcomes in an educational setting. They should possess excellent communication skills, attention to detail and a commitment to safeguarding and protecting the welfare of children and young people.

Working at Unity College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering prospects for professional development. As a College we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

You are very welcome to visit Unity College to help you decide if this is the school and the role for you; I'd be delighted to meet you. Please contact the College's HR Manager for an appointment.

I look forward to hearing from you.

With best wishes

A handwritten signature in black ink, which appears to read 'J. Richardson'. The signature is fluid and cursive.

Jane Richardson
Headteacher

The College

Unity College is a co-educational, 11-16 college. With 1500 students on roll, we are one of the largest secondary schools in Lancashire. The College's intake is diverse.

Unity College lies within the beautiful grounds of Towneley Park with breath taking views of the local countryside. The College was part of the Building Schools for the Future project. Our main building opened in September 2010. Due to the huge demand for places at Unity College there has been a large expansion programme which has included a new build of 19 classrooms and some internal structural changes. The new building opened in April 2022.

The College's roll has grown significantly in recent years. In January 2021, there were 1244 students on roll; in January 2022 there were 1299 students; in January 2023 there were 1380 students and in January 2024 there were 1432 students on roll. The College roll has continued to grow and there are now 1500 students on roll. This is a very exciting, but challenging, time for the College as we work hard to ensure that such rapid expansion does not detract from our core business of offering the very best possible education for every student at the same time as knowing our children and families really well.

Burnley is an area with significant levels of social deprivation. In 2023/2024, 66.3% of Unity College students came from areas with E/E* overall multiple deprivation indices; 68.5% of student came from IDACI Bands A-F. The school location deprivation indicator is 'above average' and the pupil deprivation base is 'well above average' (IDSR). The percentage of students in receipt of Free School Meals is 'above average' (IDSR). The challenges of this context are manifest in the College and this is one of the reasons that we place such emphasis on excellent teaching and high levels of pastoral care to remove barriers to achievement for all students.

The percentage of SEND support students is 'well above average' (IDSR). The percentage of students with an EHC Plan is 'close to average' (IDSR), having historically being been 'below average'. The number and percentage of students identified as having Social, Emotional and Mental Health needs is above that of other Lancashire secondary schools and is increasing rapidly.

The percentage of students classified as White British (82.6%) is 'well above national average' (61.4%). The percentage of students classified as Asian or Asian British – Pakistani (6%) is 'slightly above national average' (4.5%). The increase in the College roll to accommodate 'new to country' families has resulted in a significant increase in the numbers of students who speak English as an additional language. Whilst the percentage of EAL students (8.0%) is now close to average (IDSR) it has, historically been below average.

The percentage of children who are looked after (CLA) at Unity College (1.0%) is above the local authority average (0.8%). The percentage of children who are looked after (CLA) with SEN Support (66.7%) is above the local authority average (29.6%).

At Unity College, we are united by a desire for our students to be happy. Academic progress is obviously vital, but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident, considerate, happy young adults. Underpinning all of this are excellent standards of pastoral support and care that enable children to feel safe and valued. At Unity College, we are proud of the extensive and expert support systems that we have in place for our students. These comprise a wide range of people

and processes (both within college and involving outside agencies). We currently have 11 DSLs trained and operational at Unity College.

We believe that our children need to be challenged to think hard, work hard and behave well but we always seek to challenge with compassion: every student will be given the opportunity to achieve academic success in an inclusive, supportive, creative environment. We are committed to ensuring that every student at Unity College experiences a sense of belonging at the same time as creating a culture and ethos that is utterly committed to achievement.

Why work at Unity College?

Every Headteacher will say good things about their own school and so we asked our staff to contribute to this brochure to give you an honest view 'from the chalkface'. Furthermore, interviews always provide opportunities for candidates to talk frankly with a range of staff.

"I feel so proud and privileged to have worked with so many amazing children over the years. There is nothing more satisfying than seeing children who deserve to achieve great results do so. The fact that we, at Unity College in Burnley, can help students achieve high grades of 8s and 9s shows the true value and quality of our teaching and curriculum. It gives me joy to know our students from Burnley can not only rival the grades achieved by children at grammar schools/private schools but beat them too. (It also makes me feel quietly smug!) We have, and continue to have, a positive impact on the life chances of young people across our community in Burnley."

"I genuinely enjoy coming to work and love what I do. I enjoy teaching and being part of such an amazing team who are more than just work colleagues but are genuine friends. I have worked in a few schools but none of them have ever felt like home in the way that this school does. Here are just a few reasons why I love teaching at Unity College.

1. Many students here at Unity College come from challenging backgrounds, but I feel that I make a difference in their lives by working here. I love working with the dedicated team of staff in our department.
 2. This school has a sense of community where students, staff and our parents and carers work together to look after each other.
 3. We have access to incredible facilities that allow us to offer our students a broad curriculum that is not only engaging but also provides fun experiences that no other local school can genuinely match. As a result, we can offer students of all abilities access to opportunities to lead an active, healthy lifestyle.
 4. I feel proud to be a member of the Unity College family because we have an excellent reputation for the quality of our teaching and excellent behaviour of our students."
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"I believe that Unity College has a genuine desire to do the best for all the students. The staff within the department are a good team who work together and the staff have an excellent spirit. When I first came to the school, the staff and pupils were warm and welcoming and accepting of new staff and pupils. I feel as I can discuss any issues with any other member of staff (SLT or class teacher) and will not be judged or questioned but supported to find a solution that is best for everyone."

"I have worked at Unity for six years now and commute here every day from Yorkshire. One of the many reasons I am still here is the excellent working relationships I have with other members of the mathematics department. There is a very friendly feel to the department, and everyone just "gets on" with each other. I have worked in several other schools where there was not the same cordial atmosphere in the staffroom. As for the students I have found that they take a little bit of getting used to but once you have gained their respect, they are a great bunch of young people to work with. The diverse range of student backgrounds makes it a very rewarding job where you can feel that you are really making a difference to the lives of the students in your care."

"Unity College is a modern, successful, and well-respected school with great facilities based in beautiful surroundings – but none of that to me is truly important. The reason I work at Unity College is because I love the great team dynamic in the supportive, professional department that I'm part of; it was also immediately obvious when I interviewed here that the whole of the college really cares about the future of our children. The fact that the school is within easy reach of a variety of vibrant places to live doesn't hurt matters either!"

"There are so many reasons why I love working at Unity College. Here are just a few:

1. There is a whole school approach to behaviour management: staff are supported by Heads of Department and SLT to maintain a positive learning environment.
2. Teachers are respected as professionals.
3. Although some students face real challenges outside of school, when they see that you as a teacher are staying here and not giving up on them, they behave well and work hard. I find this one of the most rewarding things about working here.
4. We have such a range of students from different backgrounds.

There is never, ever a dull day!"

"You really should choose to work at Unity College because it is a school where staff are valued and made to feel welcome, truly act as part of a team, and are encouraged to develop themselves as practitioners. As the College expands and grows, it is an exciting time to join to help shape the future of more young people in Burnley and make a difference to their lives every day."

"I have travelled 6121 miles from my home town and have taught for half my life at Unity College. I absolutely love being part of the 'Unity' family. It is one of the most rewarding experiences playing a part in educating young people in Burnley, watching them grow in confidence, develop a love for Mathematics and achieve success."

Why work in Burnley?

A big warm Northern welcome to Burnley. After all, we weren't voted the friendliest town in Britain without good reason! From world-renowned, cutting-edge brands to affordable living and housing and spectacular countryside to explore, we truly believe we have it all in Burnley.

Burnley is conveniently located on the uncongested M65, providing easy access to the M62, M66, M6 and beyond. There are three international airports within an hour's drive, as well as Manchester, Leeds, Preston, Blackpool, The Lake District and Liverpool being a short drive away.



Burnley offers affordable housing: the mean house price in Burnley is £106,199, which is 36% of the national average. Not only does your money go further when you live in Burnley, but there is a wide-range of properties at your fingertips. From quality modern newbuilds and contemporary apartments to quaint cottages and impressive Victorian terraces, there's something for everyone's budget and taste. 80% of Burnley rural, making it the ideal place to wind down and explore.



Job Description

DATES	Apply by Friday 5 September 2025 – To start October 2025
JOB TITLE	Attendance Administrator
LOCATION	Unity College
ACCOUNTABLE TO	Attendance Manager
SALARY SCALE	Grade 6 points 11 – 19 (£27,269 - £31,067) (actual pro rata salary - £23,057 - £26,268)
CONTRACT TYPE	Permanent
HOURS	<p>37 hours per week. 38 weeks per year.</p> <p>07.45 – 15.45 Monday – Thursday. 07.45 – 15.15 Friday These hours include a 30-minute, unpaid break.</p> <p>As the rate of pay notified above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances you are not entitled to any leave during term-time.</p> <p>If the duties of this post require work in excess of 38 weeks, due to exceptional circumstances, then you would be entitled to additional payments in line with your normal rate of pay.</p>

INTRODUCTION

This job description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder.

Terms and conditions for staff employed on support staff contracts are detailed in the current 'Green Book': National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service

OVERALL PURPOSE AND ACCOUNTABILITY

- ▲ To monitor and report on whole college attendance data.
- ▲ To work closely with students, staff, parents and carers to reduce levels of absence.

POST-SPECIFIC RESPONSIBILITIES

- ▲ To ensure daily registers are accurate and complete and follow up with any members of staff about any incomplete data.
- ▲ To input attendance data on reasons from absence received by telephone, email or synergy notification.
- ▲ To provide a positive first point of contact to students who are signing in or out of college.

- ▲ To contact home for absent students to ascertain reasons for absence.
- ▲ To safeguard students by informing parents when they are absent from timetabled lessons.
- ▲ To prepare the relevant information for attendance support officers to undertake home visits.
- ▲ To administrate the data required should there be an evacuation from the building and a roll call be required.
- ▲ To build positive relations with parents / carers to encourage family involvement in their child's attendance.
- ▲ To manage the process of issuing penalty notices to parents.
- ▲ To undertake relevant professional development opportunities.

GENERAL RESPONSIBILITIES

- ▲ To meet as required with the Line Manager to review work and determine priorities
- ▲ To be prepared to undertake appropriate training if, and when, required with line manager's agreement
- ▲ To ensure that responsibilities and duties are carried out with due regard to the policies and procedures of the College
- ▲ To comply with College Policies
- ▲ To take part in any College Appraisal Scheme and performance management
- ▲ To support the maintaining of good administrative practices in the College
- ▲ At all times to respond positively to the needs of students, parents, colleagues and governors
- ▲ To supervise a whole class in an emergency situation
- ▲ To act as a role model for students, particularly in dress, punctuality, behaviour, language and conduct
- ▲ To help create a strong college community, characterised by consistent, orderly, caring and respectful relationships
- ▲ To help develop a college culture and ethos that is utterly committed to achievement
- ▲ To create and sustain a positive learning culture
- ▲ Adhere to college health and safety policies/procedures and current statutory health and safety requirements
- ▲ Attend training as and when required for the purposes of safeguarding children and corporate safety
- ▲ Ensure school is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS)

OTHER INFORMATION

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

CUSTOMER FOCUS

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

SKILLS PLEDGE

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

ATTENDANCE

Good attendance enhances the service delivered by colleges, minimises staffing difficulties and ensures best value to the College. It is essential that applicants for positions in this college can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**This post is subject to satisfactory enhanced level verification by the
Disclosure and Barring Service**

Person Specification

		Essential	Desirable
Quals	Good standard of literacy and numeracy: English and Maths GCSE at a minimum of Grade C, or equivalent	✓	
Experience	Experience of working with young people	✓	
	Experience of working in a school environment		✓
	Experience of working with a range of external agencies.		✓
	Experience of improving attendance in an educational setting		✓
Knowledge and Skills	Good presentation skills and attention to detail	✓	
	Able to communicate effectively with parents and carers	✓	
	Able to relate effectively to young people and influence their behaviour	✓	
	Able to work effectively with colleagues and form positive relationships	✓	
	Able to organise and prioritise work	✓	
	Professional in manner, actions and appearance	✓	
	Approachability	✓	
	Empathy	✓	
	Flexibility	✓	
	Tenacity	✓	
	Good working knowledge of school information management systems, such as SIMS/Synergy		✓
	Commitment to safeguarding and protecting the welfare of children and young people	✓	
Other	Satisfactory attendance record/commitment to regular attendance at work	✓	

	Act with integrity, fairness and in an ethical manner	✓	
	Work as part of team to ensure office is staffed during operational hours	✓	
	Willingness to undertake First Aid training	✓	
Beliefs	You hold a belief that the students of Unity College must have access to the best educational experience possible.	✓	
	You are committed to raising standards in the College and believe in the potential of all young people to achieve highly.	✓	
	You are passionate about learning and want to share this enthusiasm with others.	✓	

How to apply



Please complete an application form. The application form can be downloaded from our website and should be returned to Joanne Lever, HR Manager, **Apply by 9:00am Friday 5 September 2025** preferably by email to j.lever@unity.lancs.sch.uk.

If you do not receive an acknowledgement of your application by the deadline, please contact the College.

Interviews to be held on a date to be confirmed during the **week commencing 8 September 2025**.

If you would like to arrange a visit or have an informal, confidential discussion, please contact the HR Manager via email or telephone.

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