



Information Pack for
Applicants

Attendance and Admin
officer at
Whiteways Primary School



Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

Who we are?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are six primaries situated in the North of Sheffield. We are a growing Trust and have a number of schools that have expressed an interest in joining us.

Our principles shape how we work and what we stand for. We create exciting and enriching learning experiences that spark children's curiosity, provide high-quality teaching and support so every learner can thrive and encourage pupils, staff, families and communities to take active leadership roles. Above all, we foster a culture of care, respect, inclusion and celebration of diversity across all our schools.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well as supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us please visit our website
<https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges
CEO Cascade Multi Academy Trust

Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

Our Principles

In our schools we will ensure: -

An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
 - Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
 - Educational visits and visitors, enrich children's education experience on a regular basis.
 - Our learning environments will enhance the learning and curriculum opportunities we provide.
 - Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
 - Community involvement is part of the life of our schools and the children impact on the life of the community.
 - Equal opportunities through the curriculum, inspire all children to succeed.
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High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
 - We offer our communities opportunities to take on leading roles within our schools.
 - We will support and champion family learning and learning together.
 - We value every member of staff and will develop them through high quality training and an investment in their professional development.
 - Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
 - We become an organisation of evidence-driven experts.
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Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

Our Schools

Beck Primary School

Beck is a big school with big heart and big ambitions! It is committed to giving every child exceptional, memorable experiences and helping them develop the skills and knowledge they need for later life. Beck benefits from extensive outdoor space, including a large field used for sports, playtimes, and 'Muddy Mondays' for nursery children. Multiple playgrounds and two secure quadrangles provide outdoor learning areas, including a garden where children grow vegetables. The staff team is dedicated to providing the best possible education, with each class supported by both a teacher and a teaching assistant, alongside additional specialist staff who work with children with special educational needs and disabilities (SEND).

Hucklow Primary School

Hucklow Primary School is a warm and welcoming primary school known for its diverse community and caring ethos. The school offers an engaging, meaningful curriculum designed to spark curiosity and help every child reach their full potential, with a clear vision that ensures pupils feel safe, happy and proud as they learn and grow. As part of Cascade Multi Academy Trust, Hucklow provides high-quality teaching, strong safeguarding and inclusive support for pupils aged 2 to 11, including specialist provision for speech, language, communication needs and autism.

Owler Brook Primary School

Owler Brook Primary School is a welcoming and nurturing school at the heart of the Sheffield community. The school is committed to providing a high-quality education

through a broad, rich and balanced curriculum that inspires curiosity and supports every child to thrive. Its caring ethos is reflected in strong relationships with families, regular communication and a positive, inclusive environment where children feel safe and supported. With nursery provision, dedicated staff and a focus on developing essential skills and confidence, Owler Brook ensures pupils are well-prepared for the next stage of their learning and for life beyond the classroom.

Whiteways Primary School

At Whiteways Primary School, we envision a dynamic and inclusive learning community where every child is empowered to achieve their fullest potential. Our commitment is to nurture a love for learning, foster creativity, and instil values of respect, responsibility, and resilience. We strive to create a safe and supportive environment where diversity is celebrated, and every student is prepared to thrive in an ever-changing world. Together with families and the broader community, we aim to inspire lifelong learners who are confident, compassionate, and equipped to make positive contributions to society.

Limpsfield Primary School

Limpsfield Junior School is a welcoming and inclusive school committed to helping every child reach their full potential through high expectations, strong relationships and a nurturing environment. The school's vision emphasises positive relationships, diversity and inspiring children to become confident, inquisitive lifelong learners. With a "Good" Ofsted rating and solid academic outcomes Limpsfield combines high-quality teaching with a broad range of opportunities such as forest school, sports, arts and enrichment clubs.

Sharrow Primary School

Sharrow Primary School is a highly inclusive and diverse school welcoming children and families from a wide range of cultural and linguistic backgrounds, with around 40 languages spoken across the community. With strong nursery provision and an on-site Children's Centre, Sharrow supports children from as young as three months through to Year 6, offering flexible childcare, wrap-around provision and free healthy breakfasts through its Magic Breakfast partnership to ensure pupils start the day ready to learn. Known for its warm ethos, broad curriculum and commitment to celebrating difference, the school provides a nurturing environment where children feel safe, included and empowered to thrive academically and personally.



Dear Applicant

Attendance and Admin Officer

As the Headteacher, I would like to thank you for your interest in the post of **Attendance and Admin Officer** at Whiteways Primary School. We are thrilled that you are considering joining our dynamic team in this important role.

Whiteways is situated in the north east of Sheffield. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be. Our school is truly a wonderful place, where all children are loved, cherished and nurtured. It is a vibrant, multi-cultural school where children are happy, confident and enthusiastic in their learning.

At Whiteways we strive for a culture of excellence and impact. We endeavour to bring our curriculum alive through quality first hand experiences within a tailored and personalised curriculum for all our children, giving them opportunities to visit new places and experience residential visits. We ensure every child has a positive learning attitude, and captures a life-long love of learning; setting strong foundations for their future.

As a school we are committed to excellence in all aspects of our work; and we are committed to building strong links with the local community and services to ensure we do not work alone. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Whiteways Primary School.

I hope that the information provided will give you a flavour of what we are aiming to achieve.

I encourage you to explore our website, read about our school's values, and learn about our vibrant community. If you share our passion for education and our vision for a brighter future, we invite you to apply for the **Attendance and Admin Officer** role at Whiteways.

Thank you for considering Whiteways as your potential workplace. We look forward to receiving your application and the opportunity to welcome you into our Whiteways family.

A handwritten signature in black ink, appearing to read 'Anna Ross'.

Anna Ross, HEADTEACHER



ATTENDANCE AND ADMIN OFFICER

Start date: As soon as possible

Hours: 32.5 hours a week, 39 weeks per year

Monday – Friday 08:00am – 3:00pm

Salary: Grade 3, payscale 5 - 6 £26,427 - £26,847 per annum

Actual Salary: £19,966 - £20,284 per annum

Cascade Multi Academy Trust is seeking to appoint an Attendance Officer to join the Trust.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its six schools judged as good by Ofsted.

Whiteways Primary School is a collaborative, multicultural and vibrant place to work. We pride ourselves on working together as a staff team to ensure we give our children the best starting points in life. Our curriculum is what excites the children for learning, and we strive to be innovative in our teaching approaches. We continually celebrate our uniqueness and diversity through our curriculum and community cohesion; making learning purposeful, immersive and challenging.

At Whiteways, we strongly believe in the importance of positive and respectful relationships amongst all members of the school community. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Whiteways Primary. Our curriculum is purposeful and fun; we provide unique learning opportunities, fostering the children's interests, and challenging them to become the best that they can be.

The successful candidate will be responsible for:

- Proactively monitor daily pupil attendance by contacting targeted families, responding to absence notifications, and maintaining accurate attendance records in line with school procedures.
- Support punctuality and positive attendance habits by welcoming late-arriving pupils, addressing concerns with a relational and restorative approach, and promoting high expectations.
- Identify and investigate unexplained absences through attendance checks, data monitoring, telephone communication, and preparation of follow-up actions, including home visits where appropriate.
- Conduct attendance follow-up activities, including home visits, welfare checks, and direct engagement with families to improve attendance, safeguard pupils, and remove barriers to regular school attendance.
- Maintain detailed and confidential records of attendance interventions, correspondence, parent communications, and follow-up actions, including issuing letters and escalating concerns in accordance with school policy.
- Provide general clerical/admin support e.g. photocopying, filing, answering phone calls and face to face queries and complete standard school forms
- Maintain manual and computerised records/management information systems.

For all your hard work, we provide:

- A successful and visionary team to support you
- The opportunity to work with a supportive, established team
- We cover the cost of your enhanced disclosure check
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates.

Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the school, please contact the Business Support Manager, Beth Callaghan via email at recruitment@whitewaysprimary.co.uk.

You can download the word version of the application form from Cascade's website – [Recruitment | Cascade MAT](#)

Please do not use Sheffield City Council application form

Your completed application should be emailed to recruitment@whitewaysprimary.co.uk

Closing Date: 23rd September 2026

Interview Date: 1st October 2026

Attendance Officer Job Description



Our Vision

Our vision at Cascade MAT is to: Transform the life-chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work; and to be an influential part of the local community.

The Role

Under the direction and instruction of Senior staff: Contact parents by phone or letter regarding absence/attendance of pupils.

Provide data on attendance as required

Provide routine general clerical, administrative and financial support to the school

Qualifications

- Basic administrative skills
- Good numeracy/literacy skills

Key Responsibilities

- To actively contact parents/carers by phone or letter concerning their child's absence and record reasons for absence on to the SIMS system.
- To contact parents/carers by phone or letter concerning their child's absence and record reasons for absence on to the SIMS system.
- To check and input data related to the attendance of pupils on a daily basis.
- To operate efficiently and effectively computer based and manual attendance systems within the School.
- To provide timely data/reports in line with the School's Attendance Policy for the relevant staff within school on individual pupil attendance, form attendance figures, year attendance figures.
- To provide any other statistics, reports and returns in relation to attendance that is necessary to meet both internal and external requirements.
- To ensure that attendance data held within the SIMS system is accurate on a daily basis.
- To liaise with other Administrative staff to ensure the accurate maintenance of the pupil database.
- To promptly access and enter off site attendance of pupils and inform relevant members of staff of any absences which need following up.
- Liaise with parents/carers and pupils as required to discuss attendance matters in School.
- To process parental requests for pupil leave during term time.
- To work with the School Business Support Manager to develop the use of computers and new technology as appropriate and where necessary to improve the attendance monitoring systems within School.

- To act as a point of contact for pupils and external enquiries to the School Office.
- To undertake general administrative duties, including reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust/School
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Cascade Multi Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Attendance Officer



Person Specification	
Attendance Officer, Grade 3, BS2	
All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification	
Qualification and experience	
Candidates should have:	
1	GCSE Maths and English or equivalent or evidence of abilities at this level
2	Experience of general administration duties, including reception duties and a general understanding of attendance systems
3	Experience of attendance management in a school environment would be an advantage
4	Experience of extracting, analysing data and running standard reports to identify trends and issues would be an advantage
5	Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD
Personal qualities	
Candidates should:	
1	Have the ability to communicate effectively and develop positive relationships with all stakeholders
2	Demonstrate excellent interpersonal and organisational skills
3	Be decisive, consistent and focused on solutions
4	Be well-presented and have a positive attitude
Skills	
Candidates should be able to:	
1	Support the vision for the school/Trust
2	Evidence of effective use of ICT skills including Microsoft Word, Excel, emails and Internet
3	Evidence of understanding office methodologies e.g. filing systems, correspondence etc.
4	Approachable, courteous and able to present a positive image of the school to visitors and stakeholders
5	Ability to relate well to children
6	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines
7	Demonstrate that they can work independently and constructively as part of a team
8	Ability to recognise problems, generate alternatives and implement plan of action
Professional knowledge and understanding	
Candidates should:	
1	Demonstrate their understanding of confidentiality
2	Knowledge of statutory responsibilities relating to school attendance including parental responsibilities

3	Demonstrate a knowledge of relevant policies/codes of practice & awareness of relevant legislation
Safeguarding	
Candidates should have:	
1	An understanding of safeguarding and promoting the welfare of children and young people

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

The Appointment Process

These notes are intended to guide you when making an application

Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack. Please limit your supporting statement to two sides of A4 in size 11 font

Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for

Interview and Task(s) associated with the role

Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

recruitment@whitewaysprimary.co.uk

Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>
