

Headteacher: Mr Scott Simpson-Horne
All Saints Church of England Academy
Honicknowle, Plymouth, PL5 3NE
www.asap.org.uk

Attendance and Business Administrator

This is an exciting time to be part of All Saints Academy, Plymouth. Recently, we have secured the school's first ever Ofsted 'Good' judgement, attracted record numbers of primary applications, and secured the schools best ever outcomes. We have also been recognised as having one of the highest staff satisfaction levels across our Trust.

All Saints Academy is seeking a motivated and highly organised Attendance and Business Administrator to provide efficient and professional administrative support across the Academy.

The successful candidate will undertake a diverse range of responsibilities, including the management of student attendance and the administration of attendance data, while supporting the day-to-day operations of the Business Team. This is a varied and rewarding role that requires excellent organisational skills, attention to detail, and a commitment to delivering a high standard of service.

This is a role that truly makes a difference. Regular school attendance is fundamental to student achievement and wellbeing; when students are not in school, they miss valuable learning opportunities. If you are looking to utilise your existing skills, develop new ones, and play a key role in supporting the success of our students, we would love to hear from you.

For further information please email: vacancies@asap.org.uk

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children.

All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.