



Saint Edmund Arrowsmith Catholic Academy

Attendance Assistant (maternity cover) Recruitment Pack



Pope Francis

Catholic Multi Academy Trust

Enabling schools, aspiration and
faith to flourish by:

Uplifting Hearts, Inspiring Minds

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy

Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.

We strive to create a community that is united through Our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values. Our school is fully inclusive and we have high aspirations for all supporting every pupil to achieve success.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience,

which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

The aim is born from our mission statement:
'I have come in order that they may have life,
Life in all its fullness' - John 10:10

Our school values of Love, Inspiration, Empowerment & Joy are lived out in all we do.



"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023

About The Role



Saint Edmund Arrowsmith
Catholic Academy



The Role

We are seeking an enthusiastic Attendance Assistant to join our Catholic secondary school, a community founded on service, and a commitment to excellence in all areas of education. This is a fantastic opportunity for an ambitious and passionate individual to contribute to a forward-thinking and supportive environment, where students are encouraged to develop academically and personally.

The successful candidate will provide a comprehensive and high quality support service to the school community to improve overall school attendance. If you are a dedicated professional with high expectations of yourself and your students, and you are excited by the prospect of working in a caring, high-achieving school, we would be delighted to receive your application.



Job Description



Saint Edmund Arrowsmith
Catholic Academy

Main duties:

- Provide administrative and clerical support to the resource and business functions of the school and its estate.
- Provide administrative and clerical support for all aspects of pupil attendance and student welfare.
- Be responsible for the exemplary maintenance of student records.
- Support links with the community, families and local environment.
- Effective organisation and participation in attendance initiatives, campaigns, truancy sweeps.
- To keep pupil records on SIMS up to date including administering admissions and leavers in liaison with the Attendance and Welfare Lead, Exams, Data and MIS Manager.
- Support the effective monitoring of attendance through inputting of daily absence data, preparation of daily/weekly reports for staff and liaising with parents to query and authorise absences.
- Operate text system for communication with Parents/Carers .
- Efficiently process the administration of extended leave absence requests from parents.
- To provide general clerical and administrative support, for example, photocopying, filing, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence.
- To work as part of a team and contribute to the achievement of the team objectives and responsibilities.
- To produce lists, information and data as required, for example, Pupil data and to maintain and collate Pupil reports.
- To administer school registration procedures in line with statutory requirements.
- Use initiative in time management to organise own workload in order to meet deadlines.
- Provide administrative support in organising safety procedures, including fire drills.
- Assist staff in contacting parents and students where necessary and liaising with staff on outcomes.
- Access emails and voicemails; updating the school records as required.
- Utilise administrative equipment such as the franking machine, photocopier and laminator as required.
- Undertake and follow specified administrative procedures and processes in a professional manner.
- Undertake duties including answering telephone and responding to standard queries and visitors where appropriate.

Post Title: Attendance Assistant (maternity cover)

Pay Scale: Grade E, SCP 7 – 11

Contract: Temporary until July 2026, time term only plus 2 weeks

Start Date: as soon as possible



Support for the Academy:

- Have knowledge of and comply with the academy policies and procedures. Report any concerns of breach of policy or procedure through the correct channels.
 - Be aware of and support difference to help ensure that everyone has equal access to the services of the academy and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
 - Contribute to the Catholic Ethos of the academy.
 - Contribute and support the aims of the academy development plan and evaluation process.
 - Contribute and support any external monitoring, evaluation or review processes as required.
 - Attend and participate in meetings as required.
 - Participate on safeguarding training and follow the school safeguarding policy.
 - Follow the school H&S policy and report any accidents and near misses to the main office.
 - Create and maintain a purposeful, orderly and productive working environment.
 - Work as part of a team, appreciating and supporting the role of other people in the team.
 - Recognise own strengths and areas of expertise and use these to advise and support others.
 - Participate in the academy appraisal process, undertaking personal development through training and other learning activities.
 - Accompany teaching staff and pupils on visits, trips and out of academy activities as required.
 - Assist with the supervision of pupils out of directed lesson time, including lunchtime, break time, before start and after end of lessons, if appropriate and within working hours.
 - Assist with after school hours calendared events as part of TTO+ days.
 - Attend mandatory INSET days and after school hours calendared CPD as part of TTO+ days.
 - Act as a Fire Marshall. (Training will be provided)
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- Note: This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, consummate with the grade



Applicants must meet all of the essential requirements for this post.

Qualifications and Professional Development	Essential	Desirable
Qualifications relevant to post	X	
GCSE grade C (5) or equivalent in English and Mathematics	X	
Have undertaken training relevant to the post		X
Be willing to undertake further training relevant to the post	X	X
Knowledge, Skills and Personal Qualities	Essential	Desirable
The ability to inspire pupils	X	
Experience of working collaboratively with other staff members in a school/office environment		X
The ability to work collaboratively with others	X	
Excellent communication skills	X	
The ability to work effectively as a team	X	
To be self-reflective with the ability and desire to improve own performance	X	
Able to effectively respond to challenges	X	
Able to effectively deploy and utilise resources	X	
Evidence of Continuous Professional Development.		X
Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.		X
Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	X	
Ability to maintain positive relationships with students, staff, parents and members of the community	X	
Strong verbal and written communication skills	X	
Commitment to support Pope Francis Academies' agenda for safeguarding and equality and diversity.	X	



Personal traits – The successful candidate will be:

able to contribute towards strategies that aim to support the development of the school

able to communicate effectively using a range of methods

able to identify where working practices can be improved and develop actions plans based on this

able to effectively respond to challenges

able to effectively deploy and utilise resources

able to raise standards of achievement

able to uphold high standards of themselves, other staff and pupils

excellent verbal and written communication skills

excellent time management and organisation skills

a flexible approach towards working practices

high expectations of self and a desire to maintain professional standards

the ability to work as both part of a team and independently

the ability to maintain successful working relationships with colleagues

a commitment to empowering and supporting others

a commitment to promoting high quality and consistent practices

a dedication to their professional development and that of others

"There is a sense of positive renewal about the school... The school has successfully placed Catholic life and mission at the centre, deriving the energy for improvement from the Word of God... The model for prayer and liturgy is exceptionally strong. This is making a lasting impact on the formation of students as well as staff."

CSI, 2023

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

If you have any feedback on the application process and how we can make it more accessible, please let us know via info@pfcmat.org.

What Can We Offer You?



Proud to be part of

Pope Francis
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in a role at a Pope Francis Catholic Multi Academy Trust school.

We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool with three secondary schools, and four primary schools, across Bootle and Knowsley.

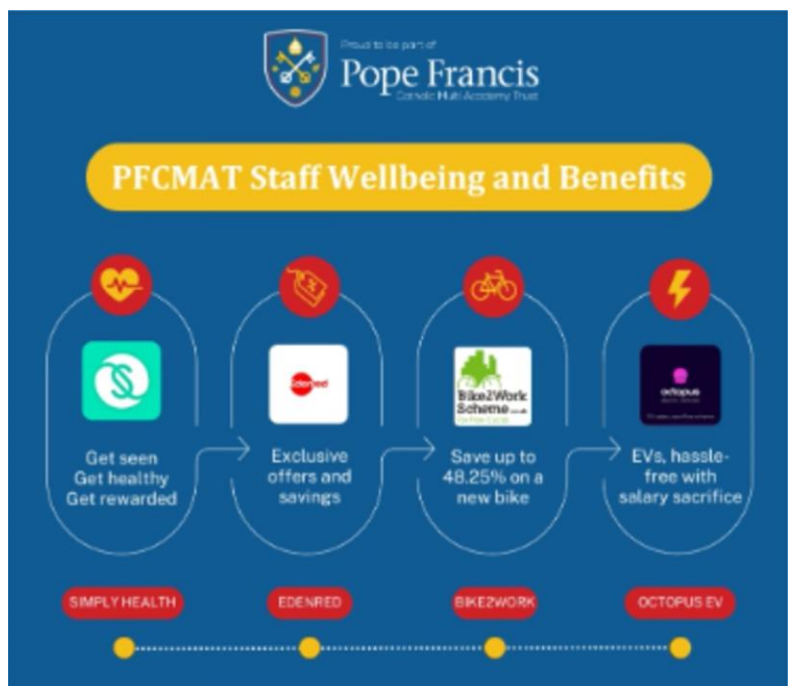
The Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'. Being part of a Trust is like **a family of schools at which you are always welcome**, and which help each other to provide better opportunities for all staff, pupils and our local communities.

What We Offer For All Staff

We recognise that **employee wellbeing and work-life balance are essential** to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: www.pfcmat.org/Staff-Benefits-Package/

All our schools will be delighted to have informal conversations with potential candidates before the closing date. We look forward to receiving your application.



Andrew Dawson

Andrew Dawson, CEO

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy



Dear Candidate,

Thank you for your interest in this position. Saint Edmund Arrowsmith is on a rapid journey of school improvement. I am keen to appoint staff who want to work with young people to change lives and shape society.

As Acting Headteacher, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all.** Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them. Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged backgrounds are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna, Acting Headteacher

Saint Edmund Arrowsmith Catholic Academy

Application Process



Saint Edmund Arrowsmith
Catholic Academy



How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ✦ CES Application Form
- ✦ CES Consent to Obtain References CES
- ✦ Monitoring Form
- ✦ Rehabilitation of Offenders Act 1974 Disclosure Form
- ✦ Covering letter stating how your skills and experience meet the job description and person specification.

Closing Date: Monday 1st December 2025
Interviews: Wednesday 3rd-Friday 5th December 2025

Completed applications should be clearly marked with the post title and returned electronically for the attention of **Miss L Worthington** at jobs@seaca.pfcmat.org.

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here: stedmundarrowsmithcatholicacademy.org/Policies/

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.