



St. Mary's C of E Primary Academy
COLLABORATIVE LEARNING TRUST



ATTENDANCE OFFICER/ ADMINISTRATIVE ASSISTANT

INFORMATION FOR APPLICANTS

NJC Grade C1 Scale Points 12-17 / NJC Grade B3 Scale Points 7-11

Actual Salary £21,764.36 - £23,425.61 Per Annum

Fixed Term Until 31st August 2027- Term Time Only + 2 days

34.5 Hours Per Week

Required ASAP



COLLABORATIVE
LEARNING TRUST

Working Together to Secure Success

ATTENDANCE OFFICER / ADMINISTRATIVE ASSISTANT

Location: St Mary's C of E Primary Academy School

Contract: Fixed Term Until 31st August 2027
Term Time Only + 2 days
34.5 Hours Per Week

Closing Date: Thursday 14th May 2026

Selection Day: Tuesday 19th May 2026

ATTENDANCE OFFICER

Thank you for your enquiry regarding this post.

Please look on the school's website [here](#) for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the Head of School
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

0113 271 7204

The closing date for applications is **midnight Thursday 14th May 2026**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interview date to be confirmed.

Following the closing date, a recruitment panel will review the information provided on each application form and consider how well it matches the person specification. Shortlisted candidates will then be invited to take part in the selection activities and references will be requested. On the selection day a number of sessions will be organised which may include completing a data or written task, and meeting with school leaders.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

St Marys CofE Primary School are looking for a dedicated and proactive individual to join the staffing team as an Attendance Office and Administrative Assistant.

As an Attendance Officer you will work within the Inclusion Team to improve attendance and punctuality across the school by managing day-to-day attendance procedures, monitoring and analysing attendance of pupils, leading interventions and rewards and working with parents and carers. This role will also involve working with other agencies, attending or leading meetings linked to attendance and completing home visits for absent pupils.

As an Administrative Assistant you will work with the Office Manager to maintain the smooth running of the school office. This role will include being 'front of house' to meet and greet children and their families, answering the telephones and supporting the Office Manager with other admin tasks. As part of this role you will also provide high-quality administrative support to the school's SENDCo, ensuring efficient communication, accurate record-keeping and effective coordination of services and activities.

This part time role is fixed term until 31st August 2027, in the first instance.

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds
8. St Oswald's Church of England Primary School, Guiseley
9. The Whartons Primary School, Otley (*expected to join 1st June*)

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'

INFORMATION FROM JESSICA CRISP: HEAD OF SCHOOL, ST MARY'S C of E PRIMARY ACADEMY

Dear Prospective Applicant,

Welcome, and thank you for your interest in joining St Mary's C of E Primary Academy as an Attendance Officer/Administrative Assistant. St Mary's is situated in Hunslet which is just south of the city centre.

We are seeking a highly motivated, organised and friendly person to join our Inclusion and School Office teams.

Central to our school ethos is our Christian vision which brings light and hope to our children, their families and our staff team. Our vision is simple – **to let your light shine** (Matthew 7); both pupils and adults. At the heart of St Mary's is a deep commitment to relationships and belonging. We believe in a culture where every member of our community – children, staff and families – feels seen, supported and valued. We warmly welcome applicants from all backgrounds, cultures, faiths and experiences.

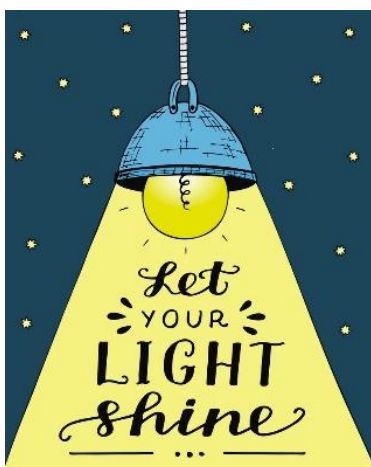
I would encourage you to look at our school website to find out more information about St Mary's and if possible, to visit our wonderful school for yourself!

I look forward to receiving your application,

Yours sincerely,

Jessica Crisp

Head of School



COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's, John Lewis or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

JOB DESCRIPTION: ATTENDANCE OFFICER

Name:	
Job Title:	Attendance Officer
Salary Grade:	NJC Grade C1 Scale Points 12 – 17 Actual Salary £12,052.62 - £13,074.22 Per Annum
Contract Type:	18.5 Hours Per Week Term Time Only Fixed term Until 31st August 2027
Responsible to:	Headteacher

PURPOSE OF ROLE

To improve school attendance through the effective working with students, families, pastoral support team and other agencies analysing data to guide and deliver interventions and evaluating their impact. The post will involve visits to students' homes.

MAIN DUTIES

- Promote positive attendance: Be part of creating a school-wide culture that values and encourages regular attendance and punctuality.
- To establish strong and positive relationships with families, providing appropriate support, advice and challenge.
- To effectively deliver our attendance strategy in partnership with the attendance team, with a particular focus on leading appropriate interventions and meetings to improve the attendance of identified pupils.
- Monitor and record attendance: analyse and evaluate attendance data, set appropriate actions and monitor the impact of these. Maintain accurate records to track student attendance, lateness and actions.
- First point of contact: Handle initial contact with parents about absences, including making follow-up calls and sending out required letters according to school policy.
- Liaise with families and staff: Work with parents/carers to understand and address barriers to attendance, and communicate with teachers and other school staff regarding attendance matters.
- Provide support and intervention: Support the delivery of pastoral care by identifying students who are persistently absent and working with them and their families, sometimes involving home visits.
- Administrative support: Manage administrative tasks related to attendance, such as preparing for meetings, taking minutes, submitting fixed penalty notices, sending letters and using school information systems.
- Collaborate with external agencies: Work with outside agencies to help improve attendance for students who require extra support.

- The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

To undertake any other reasonable duties as commensurate with the post as determined by the Head of School.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

Name:	
Job Title:	Administrative Assistant
Salary Grade:	NJC Grade B3 Scale Points 7-11 Actual Salary £9,711.74 - £10,351.39 Per Annum
Contract Type:	16 Hours Per Week Term Time Only + 2 days Fixed term Until 31st August 2027
Responsible to:	Executive Headteacher, Head of School/SENDCo, and Office Manager

PURPOSE OF ROLE

To provide administrative support to the Office Manager and SENDCo.

MAIN DUTIES

- To work on the school's main reception, greeting visitors in a courteous, professional manner and assisting with the school's Safeguarding Policies by ensuring that all visitors are signed in correctly.
- To keep the reception area clean and tidy and to report any problems to relevant people.
- To carry out general administrative duties to support the office including opening/distributing post, filing, scanning, answering the telephone, emailing and photocopying.
- To carry out general administrative duties to support the SENDCo including responding to e mails, sending letters, arranging meetings, organising and maintaining children's SEND files (on SharePoint), sharing reports with the relevant people and taking and maintaining minutes of meetings.
- To act as a key point of contact in relation to SEND, both in-person and online.
- To assist the school's First Aiders in the provision of first aid for pupils, staff and visitors to the school.
- To support with arranging staff cover when required.
- To use Arbor and School Grid effectively to ensure pupil information is up to date.
- To abide by the school health and safety policies and procedures.
- To ensure data protection and confidentiality is maintained at all times.

To undertake any other reasonable duties as commensurate with the post as determined by the Head of School.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

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Signed

Date

PERSON SPECIFICATION– ATTENDANCE OFFICER

Title of Post	ATTENDANCE OFFICER		
Specification Prepared By	HR		
Date	April 2026		
Qualifications		Essential/ Desirable (E/D)	How identified
1.	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	E	Application and Selection process
2.	Recent safeguarding training and knowledge of statutory safeguarding framework	D	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Experience working in a school environment or other educational setting	E	Application and Selection process
2.	Experience in or be willing to learn how to deal with distressed and challenging students, and their relatives	E	
3.	Experience working with colleagues and external stakeholders (e.g. from external agencies)	E	
4.	Experience of keeping good written records	E	
5.	Experience in handling sensitive information and situations	E	
6.	Experience working with children/young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioral needs, mental health needs)	D	
7.	Experience of working as part of a multi-disciplinary team	D	
Knowledge		Essential/ Desirable (E/D)	How identified

1.	Knowledge of the barriers to learning that pupils may face	E	Application and Selection process
2.	Knowledge of available support services in the local area	E	
Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Effective written and listening skills with an ability to think and work flexibly	E	Application and Selection process
2.	Strong communication skills to influence and collaborate across all levels of the business, including pupils, staff and parents	E	
3.	Good IT skills with a strong knowledge of Microsoft packages	E	
4.	Empathy with pupils from a range of family traditions and socio-economic backgrounds	E	
5.	Sensitivity to the needs of all staff, parents and the community	E	
6.	Eager to use initiative, prepared to work independently and to deadlines	E	
7.	Good organisation skills	E	
8.	The ability to work under pressure and prioritise effectively	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
6.	Excellent interpersonal skills, approachable to all members of the Trust	E	
7.	An appetite and stamina for challenging work	E	

8.	A solution-focused mindset and determined “no excuses” approach to raising standards	E	
9.	Commitment to upholding the schools’ and the Trust’s ethos, values, policies and procedures	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the schools’ and the Trust’s equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check

3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

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PERSON SPECIFICATION– ADMINISTRATIVE ASSISTANT

Title of Post	ADMINISTRATIVE ASSISTANT		
Specification Prepared By	HR		
Date	April 2026		
Qualifications		Essential/Desirable (E/D)	How identified
1.	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	E	Application and Selection process
Experience and Professional Development		Essential/Desirable (E/D)	How identified
1.	Experience working in a busy office environment	E	Application and Selection process
2.	Experience of keeping good written records	E	
3.	Experience working with young people in a school setting, or similar	D	
4.	Experience of working as part of a multi-disciplinary team	D	
Knowledge		Essential/Desirable (E/D)	How identified
1.	Knowledge and experience of Microsoft products such as Word/Excel/Publisher	E	Application and Selection process
2.	Knowledge and experience of Management Information Systems used in schools	D	
Skills and Abilities		Essential/Desirable (E/D)	How identified
1.	Effective written and listening skills with an ability to think and work flexibly	E	Application and Selection process
2.	Ability to observe confidentiality at all levels	E	

3.	Good IT skills with a strong knowledge of Microsoft packages	E	
4.	Understanding of office practices, routines and administrative tasks	E	
5.	Sensitivity to the needs of all staff, parents and the community	E	
6.	Eager to use initiative, prepared to work independently and to deadlines	E	
7.	Excellent organisational and communication skills	E	
8.	The ability to work under pressure and prioritise effectively	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
6.	Excellent interpersonal skills, approachable to all members of the Trust	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined "no excuses" approach to raising standards	E	
9.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E	
10.	Commitment to undertake/update first aid training	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's	E	

	equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community		Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

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GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



St. Mary's C of E Primary Academy

COLLABORATIVE LEARNING TRUST



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**COLLABORATIVE
LEARNING TRUST**

Working Together to Secure Success