

Attendance Administrator Candidate Pack

Salary: £25,583—£25,989
(£23,338—£23,709 pro rata)

Contract Type: Permanent

Contract Term: Full-time,
term time, plus INSET and 10
days during holidays

Location: Clifton Road,
Runcorn, WA7 4SY

Start Date—ASAP



Attendance Administrator

Salary

MAT 3 SCP 5-6 £25,583—£25,989
(£23,338—£23,709 pro rata)

Hours

37 hours per week—term time plus 15 days

Contract Type

Permanent—full time

Closing Date

24th February 2026

Are you passionate about life at school and willing to make a difference through supporting attendance, and playing an active role in our administration team?

We are seeking a dedicated and enthusiastic Attendance Administrator. This is a fantastic opportunity to make a difference to the lives and achievements of our students through supporting good attendance at school. Candidates will be competent using management information systems, and will be able to demonstrate excellent organisational and communication skills, whether that be in person, in writing, or over the telephone.

About the Role

As Attendance Administrator, you will be responsible for working closely with the school's Education Welfare Officer and wider school team. You will provide a smooth-running and efficient administrative service to support the school's aim to improve and maintain high standards in attendance and punctuality for all students. You will also contribute as required to the wider work of the school's administration team.

Hours of Work:

This post is offered full time / 37 hours per week, on a term-time plus 3 weeks (5 INSET days and 10 days during holiday periods) basis. Normal hours for this post will be Monday—Thursday 8:00 – 16:00, Friday 8:00 – 15:30 (to include a 30 minute unpaid lunch break).

About You

The ideal candidate will:

- Have a good general standard of education
- Have excellent organisational skills
- Demonstrate a commitment to attendance, punctuality, and the life of the school community generally
- Be able to develop and maintain good relationships with colleagues, parents, students and gather, receive or exchange information on an everyday basis
- Ideally have experience of using a management information system
- Ideally have experience of working in an education setting
- First Aider, or willing to undertake training to carry out these duties

Why Join Us?

At The Heath School, staff wellbeing and development are at the heart of what we do. Many colleagues have grown their careers here, and our Principal is a proud former student.

We offer:

- A supportive, collaborative environment within school and across the Trust
- A positive teaching and learning culture
- Professional development opportunities
- Access to an Employee Assistance Programme
- A flexible approach to personal leave requests
- Staff wellbeing support including flu jabs, social events, and even fortnightly cake!

If you are passionate about school attendance and punctuality, and our school community generally, we'd love to hear from you.

Job Description

Overall Purpose of the Job:

The Administration Assistant will be responsible for providing a smooth running and efficient administrative service to support the school's aim to improve and maintain high standards in attendance and punctuality for all students.

Summary of the main aspects of the post

The job holder will be expected to work under the direction of the Administration Team Manager and Educational Welfare Officer. They will also be expected to work using their own initiative and without direct supervision.

Provide support to Receptionist as necessary.

To set a good example in personal presentation, attendance and punctuality.

In conjunction with the Administrative Team Manager, to take responsibility for personal professional development, keeping up to date with developments related to school attendance and efficiency.

Administer First Aid to pupils and staff.

Specific duties related to this post - Attendance

- Maintain computerised attendance records for all students in accordance with school requirements. Manage a system to remind staff and follow up missing or inaccurate registers promptly to facilitate prompt first day absence texts, emails and calls.
- Provide class and tutor registers as and when required.
- Liaise with the Assistant Principal and Progress Co-ordinators with regards to attendance issues.
- Operate and monitor the First Day Response contacts and respond when parents have contacted school.
- Prepare attendance data as required. This includes requests from school staff and others, such as members of the education welfare services.
- Prepare student attendance data for school reports and central records as required.
- Provide regular statistical returns on attendance for Senior Leadership Team and Progress Co-ordinators.
- Produce attendance monitoring letters for Assistant Progress Co-ordinators and Educational Welfare Officer
- Produce attendance certificates for awards assemblies.
- Coordinate all documentation for absence requests i.e. medical and holidays

Undertake any other duties as may be assigned from time to time, which are commensurate with the grade of the job

General

- Promote the vision and values of the school.
- Maintain confidentiality and security of data held both manually and electronically.
- Have a knowledge and understanding of requirements of GDPR
- Understand and exercise personal responsibility in accordance with the school's Health and Safety policy.
- Understand and implement the school's safeguarding and equal opportunities policies in all dealings with the schools' stakeholders and community.

The Heath School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description sets out the main duties and responsibilities of the post and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holders' professional responsibilities and duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification

| Qualifications | Essential. | Desirable |
|--|------------|------------|
| A good general standard of education. | X | |
| Relevant clerical, secretarial, administration or customer service qualification | | X |
| GCSE English language Grade C/4 or equivalent | | X |
| GCSE Maths Grade C/4 or equivalent | | X |
| First aid at work trained | | X |
| Experience | Essential. | Desirable. |
| Excellent communication skills; oral and written | X | |
| Excellent skills Microsoft Office software | X | |
| Previous experience working in an education setting | | X |
| At least 3 years' experience of working in a busy office | | X |
| Have experience of SIMS/previous experience of coordinating cover arrangements in an education setting | | X |
| Knowledge, Skills and Abilities | Essential. | Desirable. |
| Well organised and methodical | X | |
| Able to prioritise workload and to meet deadlines | X | |
| Ability to take the initiative when dealing with familiar tasks | X | |
| Ability to act professionally when dealing and communicating information of a sensitive nature | X | |
| Ability to work effectively as a member of a team | X | |
| Understanding of health & safety issues relevant to the post | X | |
| Willingness to seek guidance when needed | X | |
| Understanding the importance of confidentiality and an appreciation of the implications of GDPR | X | |
| Understanding of the aims and vision of the school | | X |
| | | |

Person Specification

| Qualities | Essential. | Desirable. |
|--|------------|------------|
| Enthusiasm and positivity | X | |
| Friendly with a 'can do' attitude | X | |
| Resourcefulness and creativity | X | |
| Ability to work flexibly and cooperatively within a team | X | |
| Sense of humour | X | |
| Interpersonal skills | X | |

Safeguarding

| | |
|---|---|
| DBS | This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks. |
| Rehabilitation of Offenders Act 1974 | The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered "protected". This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview, you will be asked to supply further |
| Online Searches | Any candidate selected for shortlisting, will be subject to an online search as part of our due diligence. Online searches do not form part of our shortlisting process, however any issues of concern that come up during an online search may be discussed with the candidate at interview. |

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Application closing date: Tuesday 24th February 2026 @ 9am

Shortlisting Date: Wednesday 25th February 2026

Interview Date: Wednesday 4th March 2026



About the Trust

Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.



We Offer:

- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

