



The Long Eaton School

Attendance Administration Assistant (Maternity Cover)

RECRUITMENT PACK

Closing date: 29th September 2026



WELCOME TO ARCHWAY



Thank you for expressing an interest in working for Archway Learning Trust. This booklet sets out to give you an idea of what it is like to be part of the Archway family as a leader, teacher, support staff, or a member of our central team. Each of our employees has a vital role to play across the organisation, because no matter the role, each colleague makes a direct difference to the experiences and outcomes of our young people.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be a Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role. Ultimately, it matters to us that everyone who works for Archway feels a sense of belonging and fulfilment in their role. We hope that you will be inspired to apply for this position and look forward to meeting you soon.

A handwritten signature in blue ink that reads "James Higham". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

James Higham
Chief Executive Officer



ABOUT THE ACADEMY



Established in 1910, The Long Eaton School has a proud heritage and a vibrant future. The Academy has an incredible passion for our students and community. Embracing diversity and inclusion, their structured approach to learning has demonstrated excellent success in behaviour and increasing results. We are Proud to be a local school in a community that really embraces it's history.

You only need to check out our brightly lit hallways to see the history of our school and how we **celebrate** those that have come before us. We have a **legacy** of support from Alumni, including the LEO Fund and the Samuel Clegg Awards, with so many former students going on to do great things.

We have made great strides in our **Inclusion and Diversity**, embracing uniqueness and challenging social disadvantage. We encourage **critical feedback and challenge** from families, empowering the community to support positive changes in school. Parents Evenings are always well attended which further develops our positive home-school relationship and supports our students in their learning and development.

Our **visible SLT** provide clear leadership and direction, ensuring that the **school's vision** and goals are consistently communicated and upheld. Explaining change to our students and colleagues, ensuring everyone understands the 'why' and bringing them along with us has made new initiatives successful. Our '**3 mins for lesson change**' has seen incredible buy in from the students and our Homework Policy has seen at least 97% of children completing this every week.

It is no surprise to see Mark Shipman(Principal) visiting classes throughout the school day and chatting with students during break and lunch about their interests and achievements.

Our CPD has a focus on **quality of learning** with clear and demonstrable links into the classroom and the curriculum. The introduction of 5 '**meeting free weeks**' gives colleagues a wellbeing break and time to focus on priorities. **Curriculum convergence** and **collaboration** has enabled less time planning and more capacity for sharing ideas and encouraging innovative thinking.

Mark Shipman
Principal



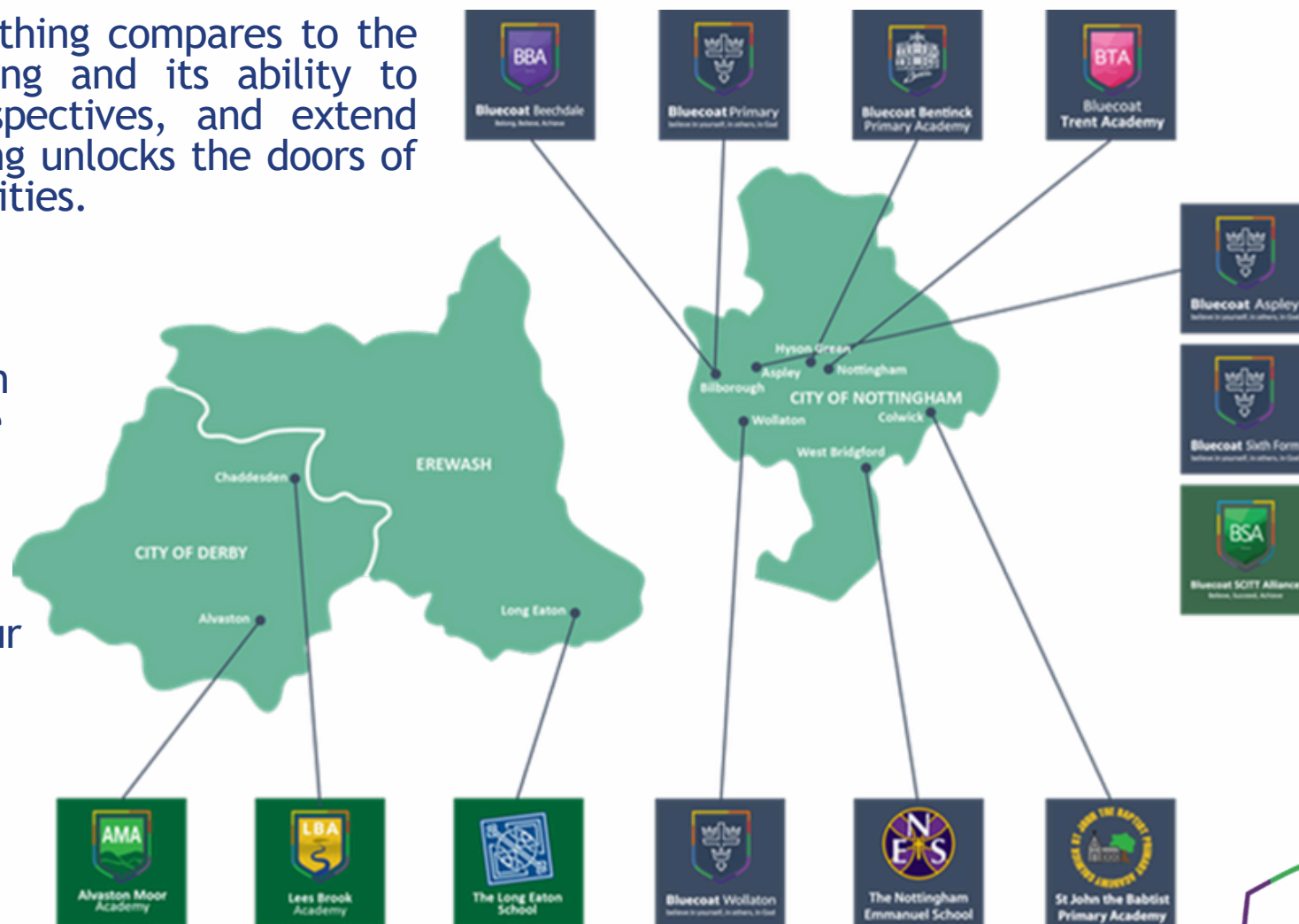
ABOUT ARCHWAY



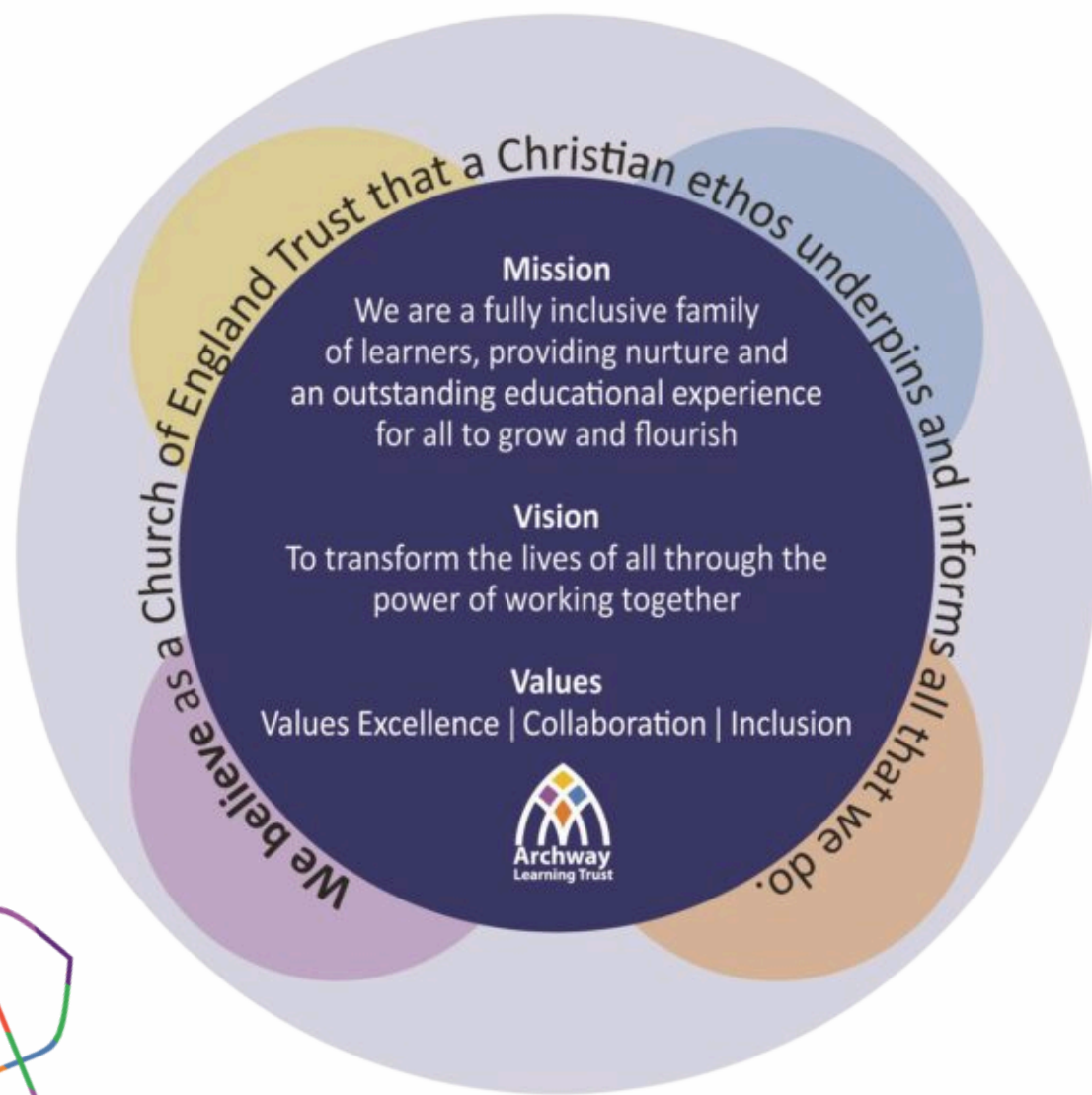
At Archway, we believe that nothing compares to the transformative power of learning and its ability to broaden horizons, deepen perspectives, and extend potential. The very best schooling unlocks the doors of the future and a world of possibilities.

Archway is a place where collaboration and transformation lie at the heart of everything we do.

We are a family of primary and secondary schools, along with our own SCITT, serving communities across Nottinghamshire and Derbyshire.



Across the Archway family of academies, we work closely together to provide the best start in life for every child. We serve a richly diverse range of communities, some of which are among the most deprived areas of Nottinghamshire and Derbyshire. In celebrating our differences, we find what unites us: a deep conviction to give every child the best daily deal, every day, and prepared for a world of possibilities.



This is made possible by the dedication and talent of our staff, who deliver excellence in every corner of our Trust. That is why we are committed to taking the very best care of them, as well as of the children and young people in our academies. When colleagues thrive, so too do our pupils and the communities we serve.

We are proud of our Christian ethos and inclusive culture where those of the Christian faith, a different faith, or none are all equally welcomed, nurtured, and cherished. That's why both faith designated and non-faith academies find a natural home in the Archway family.

ABOUT THE ROLE



We are seeking a highly organised and proactive Attendance and Administration Officer to play a key role in promoting excellent student attendance and punctuality across the Academy. Working closely with the Attendance Improvement Manager, you will be responsible for monitoring daily attendance, managing absence communication with parents and carers, maintaining accurate student records, and producing meaningful attendance reports to support strategic decision-making.

The successful candidate will develop specialist knowledge of attendance procedures and statutory guidance, ensuring all attendance records, registers and related documentation are completed accurately and in line with Academy policies. You will act as a key point of contact for parents, carers, staff and external agencies regarding attendance matters, handling sensitive issues professionally and confidently.

Alongside attendance responsibilities, the role involves a wide range of administrative duties, including maintaining student data within the Management Information System (MIS), producing correspondence, organising attendance initiatives and rewards, and providing general support within the attendance office. The postholder will also contribute to safeguarding responsibilities by ensuring all work is carried out in accordance with child protection procedures and will provide first aid assistance to students, staff and visitors when required.

This is an excellent opportunity for an individual with strong administrative, organisational and communication skills who is passionate about supporting student wellbeing, achievement and engagement through outstanding attendance practices.

JOB DESCRIPTION



Title: Attendance Administration Assistant

Salary: Grade 6 - From £23,459 - £25,410 per annum

Location: The Long Eaton School, NG10 3NP

Contract: Fixed Term - 12 Months, Full Time, Term Time Only.

Responsible to: Attendance Improvement Manager

Core Purpose

To support the Academy in achieving excellent student attendance and punctuality through effective attendance monitoring, accurate record keeping, strong communication with families, and efficient administrative support.

Key Responsibilities:

- Monitor student attendance and follow up on absences to ensure records are accurate and up to date.
- Communicate with parents and carers regarding attendance concerns and absence information.
- Prepare attendance reports, letters and records to support the Academy's attendance processes and statutory requirements.
- Provide administrative support for attendance initiatives and the day-to-day running of the attendance office.



Attendance Administration Assistant Responsibilities:



- Develop specialist knowledge of attendance and punctuality issues and best practice; - Manage and monitor the completion of registers ensuring all registers are completed timely and accurately following up on missing marks and records of reason for absence;
- Undertake first day absence calls/texts and log information effectively;
- Liaise with parents/carers by telephone and in person regarding attendance issues including sensitive requests for medical evidence following absences;
- Be proficient and responsible for the use of Academy attendance monitoring software and any system this feeds into for stator reporting such as the MIS for the school census returns; - Supporting the Attendance Improvement Manager with administrative tasks relating to attendance, including the organisation, communication and coordination of any events relating to attendance, including the production of certificates, booking of reward trips and any other initiatives relating to improving and maintaining outstanding attendance.
- Produce and provide meaningful and accurate reports on student attendance and punctuality on daily, weekly, termly and annual basis to facilitate and support effective short, medium and long term strategic decision making;
- Be full aware of and carry out all work in line with Child Protection/Safeguarding procedures;- Manage your own work load in line with the Academy priorities.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc.
- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised and deadlines are met;
- Undertake general office duties within the attendance office, answering telephone calls, face to face enquiries, photocopying, minute taking etc.
- Enter and retrieve data relating to students onto the MIS and other software packages as required;- Scanning and filing letters onto the system;
- Ensure all letter 1's and letter 2's are sent out to parents of identified students of persistent absence; - Ensure messages are sent out to parents of absentees;
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined;
- Provide first aid assistance to staff, students and visitors.

PERSON SPECIFICATION

PERSON SPECIFICATION – ATTENDANCE ADMINISTRATOR	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education		*
NVQ3 or equivalent qualification or experience in Business Administration or other relevant discipline		*
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
KNOWLEDGE		
Previous working knowledge of SIMs database or similar		*
A sound knowledge of a range of computer applications including high level knowledge of MS Office	*	
Ability to create and analyse complex data	*	
Knowledge of relevant policies, legislation and codes of practice	*	
EXPERIENCE		
Previous experience of administrative computer systems	*	
Previous experience of working within an educational setting		*
Previous experience of working within a team	*	
Significant experience of administrative processes	*	

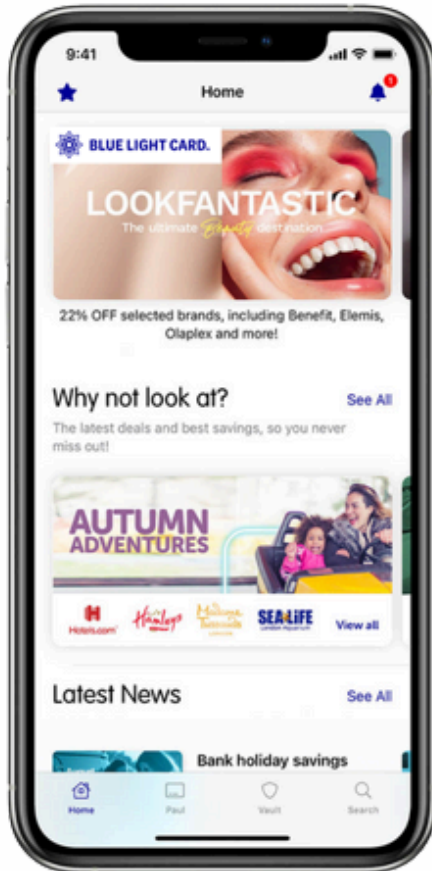
PROFESSIONAL SKILLS

Excellent communication and interpersonal skills	*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
Good time management skills	*	

PERSONAL QUALITIES

Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.	*	
Resilience and ability to build and maintains effective relationships with colleagues.	*	
To be professional and confidential with the ability to deal with complex student matters.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust.	*	
Suitability to work with children. Enhanced DBS check.	*	

ARCHWAY BENEFITS



From day one, our employees are entitled to a range of Archway benefits:

- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' / LGPS Pension
- Comprehensive and tailored training, conferences, and ongoing CPD
- Opportunities for further development and progression
- Working with workload conscious leaders and trustees
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Eye care voucher scheme
- Free flu vaccine



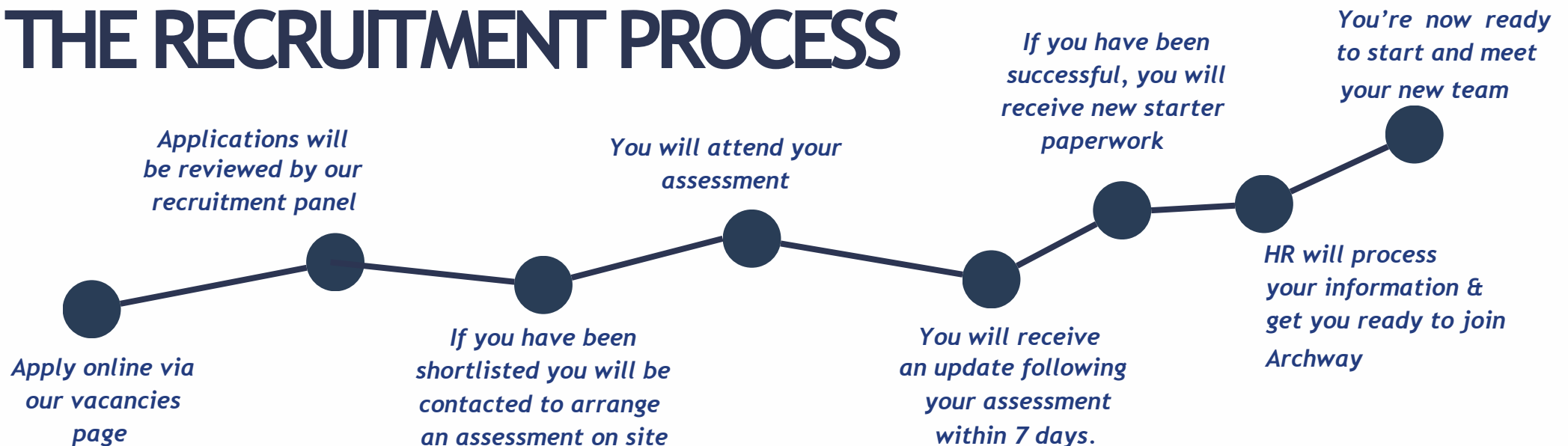
HOW TO APPLY

We know that making a job application is a big decision, and we want to help. For an informal, confidential chat about the role, or to arrange a visit, please contact us at hr@archwaytrust.co.uk

Apply via our vacancies page at <https://www.archwaytrust.co.uk/vacancies/> by 29th September 2026.



THE RECRUITMENT PROCESS



SAFER RECRUITMENT



Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of Keeping Children Safe in Education (KCSiE). In order to meet these responsibilities, all candidates will be subject to a rigorous selection process.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment - this will depend upon the nature of the offence(s) and when they occurred.

References

References, including from the current employer, will be taken up for shortlisted candidates before interview/assessment, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies, or gaps in the reference provided.

Online Checks

KCSiE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Equal Opps.

We are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse Trust population and are therefore committed to increasing representation among staff across all roles and at all levels.