



# **Attendance Administrator**

## **APPLICATION PACK**

**Neston High School**  
**Raby Park Road**  
**Neston**  
**Cheshire**  
**CH64 9NH**

Headteacher: Ms K Cunningham

[\*\*www.nestonhigh.com\*\*](http://www.nestonhigh.com)



## Message from the Headteacher

Welcome to Neston High School, a high-achieving mixed 11–18 school set in the beautiful surroundings of Cheshire. Our school is extremely popular, known for its academic excellence, exceptional pastoral care, and a positive environment where young people thrive. Families choose Neston High with confidence, knowing their children will be part of a strong, caring, and respectful community that prioritises high achievement for all, alongside dedicated support and encouragement.

At Neston High, every individual is highly valued. Our supportive approach helps each person develop the knowledge, skills, and understanding needed to become responsible, considerate, and well-rounded individuals prepared for our ever-changing society. A commitment to learning beyond the classroom is central to our school's culture. Our achievements in STEM education have been recognised nationally, with the Educate Outstanding Commitment to STEM award granted in 2022, 2023, and 2024. This recognition is just one of many, including the Gold Award for Learning Outside the Classroom. We have high participation in programmes such as The Duke of Edinburgh Award and bar mock trials, and our students regularly excel in national competitions, such as the UKMT Senior Maths Challenge. Our sports provision is second to none.

At Neston High, we work in partnership to ensure the best outcomes for each of our students. Our aims are simple: we strive for excellence, supporting every student in reaching their full academic potential. Exceptional teaching is crucial to our students' success, and our dedicated team of specialist staff is talented, enthusiastic, and deeply committed to providing the very best. Staff development here is widely regarded as "leading edge." We foster strong partnerships with universities and other higher education institutions and actively support staff in pursuing professional qualifications. Whether you are a teacher, student, or member of our support staff, Neston High is a great place to learn and work.

We place a high emphasis on respect and positive behaviour, making our school a happy and welcoming place to learn. Our students engage fully in all the opportunities the school offers, attend well, and show a keen desire to learn. Young people enjoy being part of Neston High, and we love teaching them. This is a wonderful community school, yet we are always looking to improve. We are not complacent and continue to strive for growth.

We look forward to meeting you, introducing you to our students, and welcoming you to our school.



Ms Kirsty Cunningham  
Headteacher



<b>Role:</b>	<b>Attendance Administrator</b>
<b>Start date:</b>	<b>September 2025</b>
<b>Hours:</b>	<b>30 hours per week – Term time plus one week</b>
<b>Salary (Pay Award Pending):</b>	<b>(£24,940 - £26,772)</b>
<b>Actual Salary:</b>	<b>£17,931 - £18,500</b>
<b>Hours of work:</b>	<b>30 Hours (7.30am to 2.00pm Monday – Friday)</b>

The trustees of Neston High School are looking to appoint a skilled administrator with outstanding communication skills to provide administrative services to promote excellent student attendance, reduce levels of absence and work with children and families to promote a positive attendance and punctuality culture.

### Main Responsibilities

- Manage the whole school electronic attendance system. Ensuring that all registers and complete with no unexplained absences.
- Follow up unauthorised absences with parents by telephone. To communicate clearly to parents and carers the attendance expectations of the school.
- Undertake late gate duties.
- Maintain the first day call systems to ensure texts are sent in a timely manner to those students where no reason for absence has been provided
- Ensure students who are on the vulnerable or targeted list for attendance are personally contacted and matters escalated to social worker or relevant agencies if they cannot be contacted.
- To follow the school's attendance policy, communicating to parents when attendance hits agreed triggers.
- To provide regular statistical data and reports to pastoral leaders and attendance manager.
- Maintain a tracking system for those students where medical evidence has been requested.
- Support the attendance manager with the preparation of Penalty Notice administration.

Previous experience working in a school environment would be an advantage.

Please apply to Ms K Cunningham, Headteacher via Mrs Leadbetter, PA to the Headteacher at Neston High School on: [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com)



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**Please note:** This is an open advert and will close once a suitable candidate has been found. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

*Neston High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employers and an enhanced check with the Disclosure and Barring Service. Applicants who have lived outside of the UK in the past five years will be required to provide a Police Check from their country of residence. In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process. The School is an equal opportunities employer. The Safer Recruitment policy is available on the school website [Policies & Procedures - Neston High School](#)*



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HIGH SCHOOL

# Vision, Values & Mission

## Our Vision

Our vision is to create a vibrant, inclusive community where everyone feels valued and empowered. We celebrate and reward kindness, fostering an environment that is respectful, safe and driven by intellectual curiosity and high aspirations, providing a broad range of opportunities for students to be the best versions of themselves.



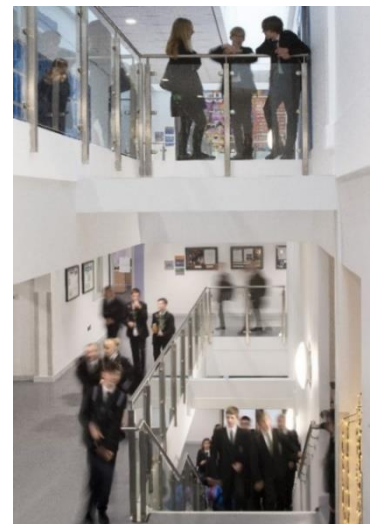
## Our Mission

Our mission is to empower students to learn the skills, knowledge and resilience they need to achieve their academic and personal potential. We aspire to be the heart of learning in our community where students access tailored support to achieve the highest outcomes, equipping them to be productive and compassionate global citizens of the future.

## Our Values

Our overarching values are **Aspiration, Community & Respect**

- We value achievement and intellectual curiosity along with lifelong learning
- We value community and belonging
- We value kindness in all its forms
- We value hard work and high aspiration
- We value resilience and enthusiasm
- We value manners and respect for others
- We value fairness, trust and honesty
- We value self-belief and personal confidence
- We value diversity and embrace difference
- We value the environment
- We value strong relationships





<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Educated to at least GCSE Grade C or equivalent in English and Mathematics	√	
Qualification in administration		√
First Aid Qualification		√
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Experience of working or establishing administrative systems, procedures and routines	√	
Experience of working in an office environment	√	
Experience of working in/with an educational establishment		√
Experience of working in school attendance		√
Familiarity of working with administrative systems and/or working in a school office including Arbor		√
<b>KNOWLEDGE AND SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Excellent IT skills - Microsoft Office Suite including e-mail, Internet, Excel and word	√	
Excellent and confident written and verbal communication skills	√	
Excellent organisational and time management skills	√	
Ability to maintain a high level of accuracy and attention to detail	√	
Ability to work independently and use initiative but also able to work constructively as part of a team	√	
Ability to function under pressure, establish priorities and work to strict deadlines	√	
Knowledge of systems and procedures applicable to a school environment		√
<b>PERSONAL QUALITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Ability to deal confidentially, impartially and appropriately with situations	√	
Patience, tolerance and sensitivity	√	
Tact and diplomacy for dealing with pupils and parents and excellent interpersonal skills	√	
Efficient and meticulous in organisation	√	
Evidence of exemplary attendance and punctuality	√	
Ability to work additional hours as required		√
Commitment to the highest standards of child protection	√	
Commitment to the school's ethos, aims and its whole community	√	

<b>JOB TITLE:</b>	<b>Attendance Administrator</b>
<b>GRADE:</b>	<b>Grade 4:</b> <b>Salary (Pay Award Pending): £24,940 - £26,772</b> <b>Actual Salary - £17,931 - £18,500 (30 hours – term time plus one week)</b>
<b>RESPONSIBLE TO:</b>	<b>Attendance Manager</b>
<b>JOB PURPOSE:</b>	To provide efficient and effective administration support for the schools SENDco and SEN team and to ensure that the schools EHCP review process is professional and well administered for the stakeholders involved.

## Key Responsibilities

- Manage the whole school electronic attendance system. Ensuring that all registers and complete with no unexplained absences.
- Follow up unauthorised absences with parents by telephone. To communicate clearly to parents and carers the attendance expectations of the school.
- Undertake late gate duties.
- Maintain the first day call systems to ensure texts are sent in a timely manner to those students where no reason for absence has been provided
- Ensure students who are on the vulnerable or targeted list for attendance are personally contacted and matters escalated to social worker or relevant agencies if they cannot be contacted.
- To follow the school's attendance policy, communicating to parents when attendance hits agreed triggers.
- To provide regular statistical data and reports to pastoral leaders and attendance manager.
- Maintain a tracking system for those students where medical evidence has been requested.
- Support the attendance manager with the preparation of Penalty Notice administration.

## Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- To gain an understanding of the school's processes, policies and procedures



- To understand the meaning of confidentiality and ensure all relevant documentation remains confidential
- To work as part of the team liaising, advising and consulting where appropriate.  
To identify personal training needs and to attend appropriate internal and external in-service training.

#### NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the responsibilities of the job.