



Avon Valley
Academy

Attendance Admin Assistant

Avon Valley Academy



Proud to be part of

Acorn
Education Trust

Welcome from **Rob Price**

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies; I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014. We now serve 23 settings: 17 Primary Schools, 4 Secondary Schools, and 2 Nurseries.

Our Trust has a family feel to it. Our vision is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We aim to transform lives through education, and we strive every day to achieve that through strong, supportive leadership and a keen focus on teaching and learning.

Our Acorn Values:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

In Acorn, we are proud to say that every Headteacher can focus on leading teaching and learning in their school. Our Central Services manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure, and invest in school-to-school support. This allows the Headteacher and staff more time to devote to those who really matter: the children.

Whatever role you are applying for, whether in one of our schools or as part of the central team, we hope you can align with our vision and values, have the determination to succeed, and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development, and a career with Acorn. As well as a great deal of fun.

We hope this information pack provides you with a flavour of working within our Trust and we eagerly look forward to receiving your application.





About Avon Valley Academy

Respect, determination and excellence

Avon Valley Academy is a thriving, co-educational school, educating young people between the ages of 11 and 16 years. Located in Durrington, our school has a strong reputation for being at the heart of the community and has built strong relationships with the two local army bases at Larkhill and Bulford.

As a school, we aim for every lesson and every day to be exceptional. To achieve this, we ensure that all staff have access to a wide variety of training and are given time to foster strong relationships with our students. Our staff take pride in how well they know our students and are always looking to go the extra mile to help them achieve their dreams. With our strong pastoral care and high standards for behaviour, our school encourages students to have high self-worth and love coming to school. This has created a vibrant school community in which each individual can thrive.

In May 2022 we joined Acorn Education Trust, which has provided exciting opportunities to improve local education and draw on collective experience. We work closely with other schools within the Trust and the central team to help us continue to grow from strength to strength. In July 2025, we were proud to be rated 'Good' in all areas by Ofsted.

Our school has a wide range of excellent facilities, including:

- Sports fields, netball courts, tennis courts, astro turf pitches, a gym and sports hall; dance and drama studios;
- Interactive whiteboards and projectors in classrooms;
- Computer suites in most teaching areas;
- A large hall equipped with full AV system and a stage for our productions, events and concerts;
- A library with a wide range of reading materials;
- Subject area suites for science, design technology and art;
- Enhanced Provision via our Link and Learning and Welfare Hub, as well as a Behaviour Hub;
- New buildings;
- Large grounds.

We look forward to welcoming you to our school.

Shelley Tuke
Headteacher

For more information, please visit our website: www.avonvalleyacademy.org.uk

Job Description

Job Title	Attendance Admin Assistant
Reporting to	Headteacher

Main Purpose

The Attendance Admin Assistant is responsible for supporting with the managing and monitoring of student attendance, providing records, reports and attendance-related information to the school safeguarding and welfare teams, as required.

Duties and Responsibilities

Attendance administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Contact parents or guardians to follow up on any unexplained absences
- Meet with parents concerning attendance issues
- Deal with confidential matters relating to staff, students and parents
- Effective communication and co-operation with students, parents, school staff and outside agencies about attendance concerns
- Track student attendance and punctuality using the school's management information system (MIS)
- Provide attendance-related information to the safeguarding team
- Assist with other administrative duties related to student welfare and behaviour.
- In all aspects of work and practice ensure that the safeguarding and welfare of students is of the highest priority

General administration

- Update manual and computerised record/information systems
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Report any issues with the school's IT systems
- Provide administrative support to staff as needed
- Carry out filing, printing and photocopying.
- Assist with organising meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

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Job Description Continued

Duties and Responsibilities cont.

Safeguarding and Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Written Communication

- Write and send email responses that are professional and uphold the school's vision and values

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

Professional Development

- Take part in the trust/school's appraisal procedures
- Take part in further training and development
- Take part in the appraisal and professional development of others, where appropriate

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the trust/school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside trust/school
- Have proper and professional regard for the ethos, policies and practices of the trust/school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
Experience	<ul style="list-style-type: none">• Carrying out administrative tasks• Dealing with face-to-face and telephone interactions• Working with children or young people• Working and collaborating within a team• Experience within a similar administrative role (advantageous)• Experience using school-specific MIS software (advantageous)
Skills and Knowledge	<ul style="list-style-type: none">• Excellent oral and written communications skills• Ability to respond quickly and effectively to issues that arise• Ability to plan, organise and prioritise to meet deadlines• Ability to use own initiative and take action accordingly• Excellent attention to detail• Ability to use IT packages including word processing, spreadsheets and presentation software• Ability to use relevant office equipment effectively• Ability to build effective working relationships with colleagues• Understanding of data protection and confidentiality• Understanding of safeguarding

The Attendance Admin Assistant will be required to follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for **Our Staff**

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and Wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to Apply

If you would like more information about this role, please contact the school office via email at office@avonvalleyacademy.org.uk or by phone on 01980 652467.

To Apply

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview

Avon Valley Academy, Recreation Road, Durrington, Salisbury,
Wiltshire, SP4 8HH

01980 652467

office@avonvalleyacademy.org.uk

Avon Valley Academy as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.

Applicant Information Pack



Avon Valley
Academy

**Thank you for
taking the time to
read our applicant
information pack.**



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