

Admissions & Attendance Officer

Application Pack

The Nicholas Hamond Academy
Swaffham

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01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



Rated as 'Good' by Ofsted in January 2022, here at The Nicholas Hamond Academy, we are "determined to be the best that we can be".

As a team, we are dedicated to delivering a high-quality education that enables students to make rapid progress and achieve transformational academic targets. We have high expectations of our pupils and every student matters to us.

We work closely with our local community, including parents and carers, who actively support the work we are doing to achieve and maintain the highest possible standards.

At TNHA we aspire to provide every member of our community with the opportunity to be the 'best that they can be', by offering experiences that encourage the development of high attaining, self-confident, resilient, tolerant and happy young people.

We are 'one team' - students, staff, governors and parents - committed to working together to achieve our aim.

More than just an academy, we're a true community resource, as the only secondary school in the area. We enjoy a genuinely stunning location, close to Norwich and the A1 but surrounded by beautiful countryside and not far from some of the best beaches in Britain.

This is the kind of place where people set down roots, so it's little surprise that our staff turnover



04. Job Description

Job Description

Admissions and Attendance Officer

Purpose of the job

- To manage the operation of legal registration and lesson registration via the academy's BROMCOM system.
- To monitor and analyse attendance data in conjunction with the pastoral team and Assistant Principal attendance on a regular basis.
- To implement academy and trust approaches that improve attendance.
- To take the lead in the management of academy admissions.

Wider contribution as member of the academy:

- Lead by example and consistently embody our high expectations and our policies.
- Contribute to the effective safeguarding of students, promoting student welfare and working with the SLT to ensure that students and staff are safe.
- Build positive and strong relationships with our students, valuing their opinions and encouraging the development of our academy traits.
- Promote inclusion, equality of opportunity and diversity in all your work.
- Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the academy's work.
- Assist in the day-to-day operational running of the academy.
- Contribute to and take an active part in your own professional development and the improvement of the academy.
- Value and recognize the work of all staff in the academy.

Specific Responsibilities: Admissions

- Manage all aspects of in-year admissions from initial enquires through to start dates for new students, resulting in an efficient admissions process.
- Monitor school transfer list for new year 7 intake and liaise with LEA admissions to ensure that the PAN is not exceeded.
- Co-ordinate uploading of new entrants' admissions data onto Bromcom
- Liaise with the Principal to collect information about prospective students prior to an offer of a place being made.
- Liaise with heads of department and curriculum lead to construct timetable for in-year admissions including students on Managed moves and attendance trials

- Prepare starter packs for all new families and enter all family information onto the academy database.
- Maintain a detailed admissions file.
- Ensure an appropriate 'stock' of prospectus and other admissions forms are always made available.
- Keep all files and records up-to-date and ensure all procedures, for leavers and new entrants are followed.
- Ensure safe storage of student files and secure transfer for leavers files
- Provide administrative support for Managed moves
- Provide administrative support for appeals process
- Complete referrals to NCC Elective Home Education Team

Attendance

- Daily monitoring of attendance for all students.
- Identify children and families who require support with their attendance.
- Liaise with SLT, Heads of Year/ SSOs and Teachers and other relevant staff regarding students who are of concern.
- Raise attendance issues with parents; meet with both parents (if applicable) and students in order to support them to improve their attendance.
- Prepare letters for families to address attendance issues as per academy policy.
- Meet with the appropriate external agencies regularly and refer students who are not meeting their attendance targets.
- Attend meetings with any appropriate external agencies as a representative of the academy and liaise with relevant staff in order to support students to successfully improving their attendance.
- Produce a half termly summary of attendance across the academy and any other reporting on attendance as required by staff or Governors.
- Undertake 1-day absence check calls to parents of targeted students.
- Pursue staff who have failed to complete their register by the designated time.
- Be the first line liaison with parents over all matters relating to attendance/absence.
- Deal with all messages from parents regarding absence.
- Liaise with the appropriate external agencies on matters of attendance and generate absence/punctuality letters to parents.
- Provide weekly statistics for the Principal and designated staff and as requested.
- Be responsible for all arrangements relating to Governors' attendance panels.
- Provide administrative support for the regular punctuality sweeps.
- Provide administrative support for attendance trials
- Provide administrative support for part-time-timetables
- Issue Fixed penalty notices in line with LEA guidelines
- Work with the Trust and LA attendance teams to support statutory attendance processes, such as Fast Track processes
- To be part of the team of staff who conduct home visits to support student attendance and welfare checks

NOTE:

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the principal in the light of those changing requirements and in consultation with the postholder. In any event the principal reserves the right to review and amend the job description.

The job Description is a description of the job to be undertaken and performed to the satisfaction of the principal by the postholder. It does not form part of contract of employment.

The Nicholas Hamond Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures

05. Person Specification

Person Specification

Admissions & Attendance Officer

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> Maths GCSE at grade C or above English GCSE at grade C or above 	<ul style="list-style-type: none"> Relevant qualification / training in IT applications Relevant qualification in office administration
Experience	<ul style="list-style-type: none"> Experience of Microsoft Office Demonstrable experience of using Bromcom Demonstrable experience of working in an administrative role 	<ul style="list-style-type: none"> Demonstrable experience of an administrative role within a school / academy environment Proven ability to work effectively with a range of stakeholders and external agencies
Competencies	<ul style="list-style-type: none"> Highly approachable, very grounded and makes sensible judgments Relishes accountability and takes personal responsibility for their own actions. Excellent critical thinking skills Able to build trust and mutual respect between, pupils, families and staff Strong interpersonal, written and oral communication skills Can work in a fast-paced environment Can multitask and prioritise work load 	<ul style="list-style-type: none"> Significant personal presence, inspires confidence with a wide range of audiences Has intellectual curiosity and rigor
Values	<ul style="list-style-type: none"> Vision aligned with the academies' high expectations of self and others Articulate the vision and mission of the academy Commitment to continuous improvement, both personal and organizational 	

	<ul style="list-style-type: none"> • Demonstrable positive commitment to equality and diversity 	
Other	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • An understanding of the responsibilities of safeguarding and promoting the welfare of children • Experience of working with relevant agencies to protect children



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and/or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at a later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



08. How to Apply

Admissions & Attendance

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status:

37 Hours per Week
39 weeks per year (Term Time only)

Salary:

NJC Scale Points 7-10
(FTE: £26,402 - £27,693)
(Actual Salary: £22,709 - £23,819)



Closing Date:

Friday 27 February 2026 at 9am

(If this post attracts sufficient interest before the closing date, we may decide to close and interview for this vacancy at an earlier date so an early application is advised).

Start Date:

ASAP



Interviews:

TBC

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



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