



TRINITY ACADEMY

Emmanuel Schools Foundation

Attendance and Office Manager

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

At Trinity Academy we are always delighted to hear from people who share our passion for delivering an excellent all-round education to young people. I am thrilled to see your interest in applying for the role of Attendance and Office Manager.

We recognise that the success of our school depends on the dedication and enthusiasm of our staff. In return we can offer an exceptional working environment, excellent resources and the opportunity for professional development.

Emmanuel Schools Foundation has an inter-denominational Christian ethos, and we welcome applications from all sections of the community. What unites all people in the Foundation is our mission and core virtues, and we believe these values are relevant to all people, whatever their background.

The role represents an incredibly exciting opportunity for any candidate who is eager to be a part of an organisation that seeks to secure the very highest educational standard for every student. Likewise, our staff team benefits from excellent CPD and support which can be personalised to your particular needs and experience.

If you are passionate about supporting students and dedicated to educational excellence, and ready to make a difference in the lives of young people, we welcome your application for the role of Attendance and Office Manager. Join us in our mission to create a brighter future for all learners.

Mrs V E Gibson
Principal

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

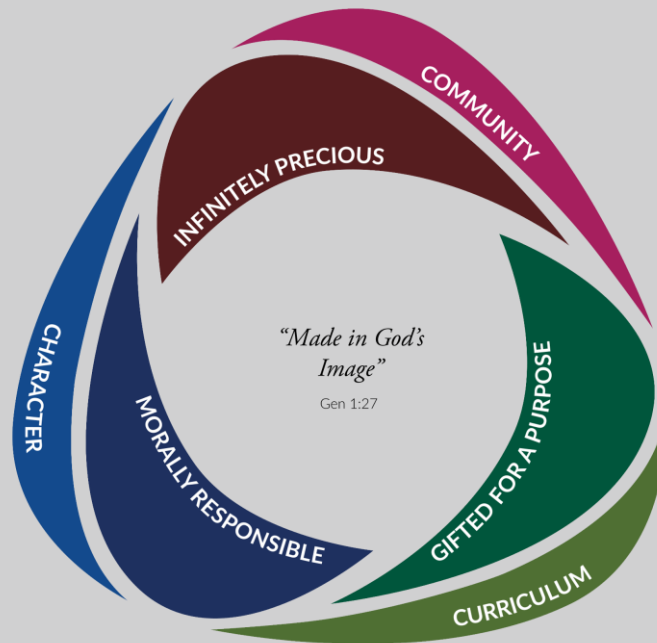
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

The Attendance and Office Manager is responsible to the Business and Finance Manager to ensure the smooth running of these departments. This is a wide-ranging role. The main duties of this position are:

- Oversight, deployment and line management of the Attendance and Central Administration Teams.
- Planning and coordinating streamlined and efficient administrative procedures and systems for whole school attendance:
 - Leading and implementing the school attendance management policy and procedures
 - Admissions and Managed Moves
 - Upkeep of student MIS data and associated reporting (Bromcom)
 - Educational trips and visits administration
 - Peripatetic tuition administration
 - Supporting with the production and distribution of reports
 - To organise school events, including but not limited to, Parents' Evenings, transition and presentation events, school photographs, Carol Service etc
 - To contribute to the overall ethos/work/aims of the Academy
 - To be committed to the safeguarding and promotion of the welfare of children and young people

Other Duties:

- Carry out administrative and manage duties
- Supervising and monitoring the work of designated administrative staff and absorbing their responsibilities in the case of absence
- Ensuring work plans and procedures are in place to complete all necessary administrative work
- Manage, support and train staff to assist with administrative and other tasks as may be required

- Ensure the office is clean, organised and a safe working environment for other employees
- Distributing correspondence to staff and parents via Bromcom or post as directed
- Ensure a professional "front-of-house" response to all telephone enquiries from the public
- Organising office maintenance and repair
- Reporting to management to review office performance
- Taking lead role in implementing the school attendance management policy/procedures
- Maintaining up-to-date knowledge and skills in accordance with service specifications and DFE and local authority (DCC) standards through regular training and performance review
- Maintaining awareness of current trends, difficulties and changes in national school attendance; including statutory and non-statutory changes
- The administration of attendance within MIS (management information system) including administration tasks linked to attendance

Assessing need, planning interventions, implementing effective action and evaluating outcomes against agreed objectives by:

- Lead Practitioner on Early Help Assessments as required
- Holding weekly meetings with Head of Year (HOY) to agree actions and ensure that attendance issues are being addressed and resolved
- Arranging and chairing attendance support meetings for students identified with irregular school attendance
- Making home visits when attendance concerns escalate
- Holding student meetings to complete a Voice of the Child (VOC) interview
- Leading on the implementation of attendance support action plans and follow up reviews
- Managing the Elective Home Education referrals from parents/carers, implement policy and procedures and make (EHE) referrals to the local authority

THE ROLE

- Involvement in supporting parenting courses where appropriate
- Monitoring attendance marks for students in Alternative Provision who are not attending mainstream school, ensuring records are accurate and up to date
- Supporting the Learning Mentors as required by providing reports for Case Conferences and Reviews
- Liaising with the local authority Education Welfare Officers regarding enforcement to request information/advice regarding any issues of concern that impact attendance at the Academy
- Making links with local feeder primary schools to create a culture of good attendance
- Safeguarding Level 3 trained or a willingness to work towards the qualification
- Responsibility for triaging and responding to causes for concerns relating to attendance
- Making links with secondary settings to share good practice
- Any other reasonable duties as required by the Principal

Emmanuel Schools Foundation is committed to the safeguarding of children and all staff are expected to ensure that the Trust and its schools are safe and secure environments for students by observing the relevant and established Safeguarding policies and procedures.

THE PERSON

Qualifications and Training

Candidates must have 4 GCSEs or equivalent grade 4 and above, including Maths and English at 4 or higher and have the ability to use standard ICT packages including Microsoft Office and in particular Excel. Additionally, candidates must be permitted to work in the UK.

Experience

Applicants should have experience of working in an administrative post, specifically using data.

Knowledge and Skills

Candidates must demonstrate the ability to clearly present meaningful information both digitally and orally to a range of audiences. Strong IT and digital literacy skills, including familiarity with Microsoft Tools, are required.

Excellent communicator with the willingness to undertake training relevant to the post.

Personal Qualities

Candidates should be self-motivated, enthusiastic, and willing to be flexible to adjust working patterns when needed. Adept at being able to switch focus between tasks as required.

A pragmatic and solution-oriented approach is important, as is a commitment to continuous development and self-directed learning. Strong time management and prioritization skills are required, along with strong interpersonal skills and the ability to establish and maintain effective working relationships.

Candidates should be customer-focused with a constant eye on serving the needs of staff and school leaders, and be good listeners who can understand the needs of a school and translate those needs into effective practices.

Criteria	Essential (E) / Desirable (D)
GCSE English and Mathematics (or equivalent)	E
Experience of managing and supervising staff	E
Experience of working in a school or educational environment	E
Experience of attendance management and intervention	E
Experience of using MIS systems and producing reports	E
Knowledge of attendance, safeguarding and data protection requirements	E
Strong organisational, communication and leadership skills	E
Competent ICT skills, including Microsoft Office and MIS systems	E
Ability to work effectively with students, parents, staff and external agencies	E
Commitment to safeguarding and promoting the welfare of children and young people	E
Relevant administration, business or leadership qualification	D
Experience using Bromcom MIS	D
Experience of Early Help, home visits and multi-agency working	D
Experience of admissions, managed moves or Elective Home Education processes	D
Knowledge of current DfE attendance guidance and local authority procedures	D
First Aid and/or Safeguarding Level 3 qualification	D





APPLICATION DETAILS

Vacancy Details

Salary Scale – 18 - 29

Actual Annual Starting Salary: £28,274.58 to £35,738.52 (0.87% FTE, Full Time Equivalent)

Start date: September 2026

Location: Trinity Academy, Thorne, Doncaster, DN8 5BY

Working Terms: Permanent, 5 days per week (37.5 hours per week), 8.00am to 4.00pm Term Time plus 5 additional days.

Closing date: 9am, Thursday 09 July 2026.

How to apply:

For further information and to apply, please visit [WORK WITH US | Trinity Academy](#) or email recruitment@trinityacademy.org.uk. A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



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