



Astrea Academy Trust

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Role Profile

Admin Assistant -
Attendance

St Ivo Academy

ROLE SPECIFICATION

Academy / Department	St Ivo Academy
Post title	Admin Assistant - Attendance
Responsible to	Attendance Welfare Manager
Full time Salary	SCP 4-6, £25,185 to £25,989
Pro-Rata Actual Salary	£21,601 to £22,291
Working Pattern	Monday to Friday, 39 weeks
Pension	Local Government Pension Scheme
Working Hours	8.00am – 4.00pm (3.30pm Fridays)
Line Management Responsibility	No

ROLE SUMMARY

The Admin Assistant - Attendance will play a key role in driving improvements in attendance and punctuality, aiming to meet or exceed national expectations through the implementation of effective strategies.

They will also support the smooth and efficient operation of the school by providing high-quality administrative and clerical support to staff, students, and parents. This position ensures accurate record-keeping, effective communication, and timely coordination of daily activities.

MAIN DUTIES & RESPONSIBILITIES

- ★ ★ Be a key player in driving improvement of attendance and punctuality throughout the school to be in line or above national expectations.
- ★ ★ Challenge and monitor persistent absences; receive and make telephone calls to parents/carers relating to scholar absence.
- ★ ★ Work in collaboration with staff, students and their families to promote high levels of attendance and challenge any non-attendance.
- ★ ★ Conduct or accompany on required home visits
- ★ ★ Ensure accurate attendance records, to enable the Designated Safeguarding Lead to work with staff, students and their families to promote high levels of attendance and challenge any non-attendance.
- ★ ★ Fulfil all administrative functions associated with attendance.
- ★ ★ Monitor the attendance and punctuality of all groups, reporting all issues promptly, keeping accurate records and data on attendance and persistent late comers.
- ★ ★ Prepare absence letters for signature, recording late marks and ensuring all students have signed in.
- ★ ★ Record actions for students leaving school early for appointments.
- ★ ★ Liaise with the Senior Leadership Team, Attendance & Welfare Manager, Heads of Year, SENCO, Designated Safeguarding Lead(s) and other relevant staff regarding students who are of concern.
- ★ ★ Create and maintain positive and productive relationships between home and school in order to establish the reasons for non-attendance and to provide information to the Senior Leadership Team
- ★ ★ Ensure all registers are completed fully and accurately and to remind staff where necessary to complete registers, ensuring all missing marks/

- absences are accounted for and entered our MIS system – Bromcom
- ★ ★ Be a key part of the school operations team providing a range of administration services to support the school, the students and the staff within the school.
- ★ ★ Prioritise conflicting demands effectively to maintain high levels of support within the school
- ★ ★ Support with reception duties as required
- ★ ★ Be proactive and flexible, supporting the smooth running of the school
- ★ ★ Support with all fire drills and fire evacuations (as appropriate)
- ★ ★ All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- ★ ★ Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ★ ★ All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★ ★ All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role

This list is not exhaustive.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSE qualifications, or equivalent at a grade C/4 or above a good standard of literacy and numeracy	•	
Evidence of ongoing professional development	•	
Willingness to undertake First Aid training	•	
Experience		
Experience in a busy administrative role	•	
Worked with a variety of IT systems including word processing, spreadsheet and database operation	•	
Knowledge of school systems would be an advantage		•
Able to handle information in accordance with GDPR principles, dealing with confidential and sensitive information.	•	
Knowledge		
An understanding and commitment to the protection and safeguarding of children and young people	•	
Strong understanding of educational challenges and a passion for contributing to a team that makes a meaningful impact every day	•	
Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and	•	

approach were necessary to achieve the desired outcome		
Ability to process and manage confidential and sensitive student / employee data	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for Administration	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Ability to manage difficult conversations		
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
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Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org