



TRINITY ACADEMY

Emmanuel Schools Foundation

Attendance and Administration Assistant

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 Administration Assistant.

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 Administration Assistant. 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.

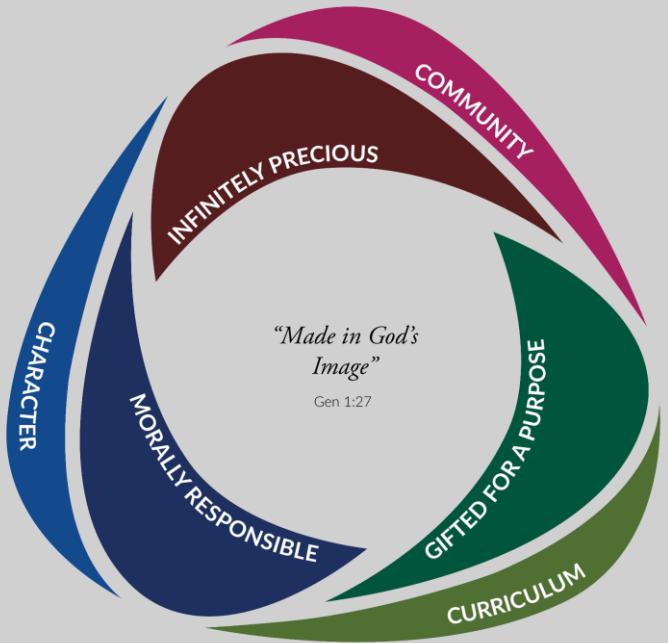
CURRICULUM EXCELLENCE

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



Week:



“

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 Administrator will support the strategic work of the Attendance and Officer Manager.

Main Duties and Responsibilities:

- Maintaining up-to-date knowledge and skills in accordance with service specifications and DFE and DCC standards through regular training and performance review
- The administration of attendance within MIS (management information system) including administration tasks linked to attendance;
- Making and receiving calls from parents and carers of absent students on a daily basis;
- Using the MIS system to notify staff and students about authorised absence during the school day
 - Updating the register with signing in / out information.
- After AM registration implementing the first day response text messaging procedure for all first day absences;
- Updating the late system issuing detentions and communications regarding lateness;
- Liaison with staff regarding missing registers;
 - Maintaining records of missing/inaccurate registers for all lessons using the MIS
 - Staff training if needed
- Ensuring accuracy of daily data through daily data cleansing;
- Ensuring accuracy of census data.
- Put in place recurring attendance reports and schedule to run daily for the Pastoral Teams and SMT to access; providing daily attendance data to Pastoral Teams and SMT;

- Work with the Attendance Officer to identify trends, raise concerns and suggest actions to improve attendance;
- Running the 'fire report' on a daily basis;
- Making follow-up calls when students have not returned from a holiday;
- Administering letters to parents and carers about attendance/punctuality concerns and recording on MIS;
- Any other 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 / Desirable
Personal Qualities	Strongly self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion honesty, reliability and self-awareness	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition	E
	Conscientious and diligent work ethic	E
	High expectations for student behaviour and a calm, consistent approach to ensuring students work under the authority of adults	E
Professional Dispositions	Commitment to the Academy's Christian ethos and educational purpose	E
	Pro-active in using initiative	E
	Creative, constructive, insightful and innovative approach to problem-solving	E
	Willingness to take a hands-on approach as necessary	E
	Ability to work under pressure, prioritising own workload	E
Qualifications	Flexibility, on occasions and within reason, in approach to working hours	D
	Evidence of learning beyond the workplace	D
	4 GCSEs or equivalent grade 4 and above, including Maths and English at 4 or higher	E
Experience	Able to work effectively as part of a team	E
	Previously worked in an administrative post but not essential.	D
Knowledge	Good levels of literacy and numeracy	D
	An understanding Safeguarding (but will be provided)	D
	Competent in using Microsoft applications (esp. Word, Excel, PowerPoint)	D
	Ability to plan, organise and prioritise effectively	D
Communication skills	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally and written.	D
	Complete discretion and confidentiality	E





APPLICATION DETAILS

Vacancy Details

Salary Scale – 1 to 5

Actual Annual Starting Salary: £21,024.00 (Scale 1) (0.88% FTE, Full Time Equivalent)

Start date: ASAP

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: Monday 02 March 2026, 9.00am

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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