



# Thomas Deacon Academy



## Thomas Deacon Academy

Application Information Pack

## Attendance Administrator

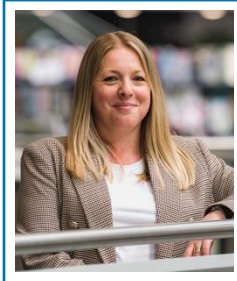


Working together to transform lives through education



## Principal's Welcome

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Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



## Job Description

<b>Job Title</b>	Attendance Administrator
<b>Reports to</b>	Attendance Manager
<b>Salary/Grade</b>	Pathway 2
<b>Date Last Evaluated</b>	June 2026
<b>Core Purpose</b>	To promote and provide an efficient and effective attendance service for the Academy in support the Academy's attendance policy and core purpose.

## Key Responsibilities

- To assist in delivering pastoral and attendance support to students by recording, monitoring and analysing attendance records.
- To support the administration of attendance policy and processes, as required.
- To maintain and update all relevant attendance records using manual and computerised systems, compiling returns as required.
- Collaboratively work to reduce absence and lateness at the Academy.
- Promote good attendance inside and outside of the Academy using a variety of methods.
- To keep appropriate staff up to date with information and support key pastoral staff in recording and monitoring attendance.
- To work with appropriate internal and external support when safeguarding and wellbeing concerns exist.
- To maintain productive working relationships with students and staff, acting as a role model.
- To maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child's attendance and educational provision.
- To support the attendance team regarding contact with families in response to allocated referrals i.e. home visits and/or meetings in school.
- Support the Attendance Team to complete Home Visit / Safe and Well checks at student houses ensuring that clear, concise notes are taken for a full report to be written.
- To staff the Year team's administration desk at times when the Student Support Officer is absent, ensuring the upkeep of accurate attendance records.



- Issue attendance letters to parents/carers, as a result of meetings by the Attendance Manager.
- To support and monitor the recording of parent/carer absence calls and ensure that reasons for absence, and any other additional information, is recorded.
- To support the process for ensuring that phone calls are made on the first day of absence.
- Email staff who have not completed their registers and refer any repeated non-completion to the Attendance Officer.
- Meet with the Attendance Manager to share and discuss key attendance data.
- Update appropriate display data which highlights and celebrates positive patterns of attendance.
- To produce student positive attendance certificates each term.
- Produce data as required for each year group prior to weekly meetings
- Work collaboratively with the Attendance Officer to identify and celebrate positive patterns of attendance and to identify those students and their families where further support is needed.
- Collate Penalty Notice packs for the Attendance Officer to process.
- Maintain accurate records of students taking unauthorised and authorised leave of absences.
- Ensuring every process within the Attendance Policies is kept in line with the Legal Timeframe.

**Other:**

- Morning duty, ensuring that students are welcomed into the building and supervising the arrival to Tutor Time Registration.
- Toilet Duties, to supervise the use of student toilets at lesson changeovers.
- On-call radio duty, ensuring that staff are deployed to classrooms in a timely manner to help support teaching staff.
- To support and promote the Academy's core purpose - to ensure that each student acquires the necessary knowledge, skills and character to make a positive contribution to society and thrive as a global citizen.
- To promote and model the academy's character values of courage, curiosity, commitment, compassion, courtesy and confidence.

## General Responsibilities

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- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



## Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
Minimum A*-C (9-4) GCSE in Maths & English (or equivalent)	E	A
<b>Knowledge &amp; Understanding</b>		
Knowledge of national attendance regulations for schools	D	A/I
Knowledge of Management Information Systems software for schools	D	A
<b>Skills &amp; Abilities</b>		
Ability to use ICT effectively and appropriately, with high levels of accuracy	E	A/T
Ability to analyse data to inform decision	E	A/T
Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up-to-date with progress	E	A/I
Ability to communicate by various methods appropriately at all levels within the Academy, and with parents, visitors and external organisations	E	A/I
Ability to build good working relationships with colleagues and to be an active team member	E	A/I
Ability to multi-task within own remit and other areas	E	A/I
Ability to work at pace and meet deadlines	E	A/I
Ability to adapt to change and the introduction of new working practices	E	A/I
Ability to work without direct supervision	D	A
Emotional resilience in working with challenging behaviours and attitudes	D	A/I
<b>Experience</b>		
Experience of working with IT systems including Microsoft Office (Word, Excel and Outlook).	E	A
Proven experience of forward thinking and excellent organisational and planning skills	E	A/I
Experience of work within a school attendance related service or school administration	D	A
Experience of working with children, young people, parents and families preferably within an educational context	D	A
Experience of working in a fast-paced office environment	D	A
Experience of working with students, staff, parents and external agencies	D	A/I



Experience of working with school-based MIS systems	D	A
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

### Assessment methods

A – Application  
R – References

I – Interview

T – Task/Activity

L – Lesson Observation





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