



BEDE ACADEMY

Emmanuel Schools Foundation

Attendance Officer & Administrator

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

We are thrilled to see your interest in applying for the role of Attendance Officer & Administrator at Bede Academy Primary.

We believe ours is a truly exceptional school. As an all-through school, we serve students through their Nursery, Primary and Secondary educations. As a Christian-ethos school of character for the whole community, everyone is welcome at Bede Academy whatever their background, or ability, or faith position. We are all united behind a clear moral purpose as summed up in Christ's offer of 'life in all its fullness' John 10:10. As a result, we are a school where staff are fully committed to ensuring that they provide the very best teaching, learning, individual support and enrichment opportunities for our students.

At Bede Academy, we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn, in both Primary and Secondary phases. As a result, students across our Primary achieve very high standards of attainment – often significantly above regional and national standards. These high standards of academic success, underpinned by high levels of student attendance and behaviour are maintained because of a relentless commitment to high expectations both inside and outside of the classroom by all staff.

We focus on the holistic development of young people. Who a child becomes when they leave Bede matters just as much as their academic achievements. Outstanding teaching goes hand in hand with rich opportunities for character development. By putting character development at the heart of our mission, we seek to show students that our community is enriched by their willingness to use their gifts to serve others. A good work ethic, mutual respect and responsibility are key qualities which are nurtured in Bede Academy students of all ages, as we recognise that all are made in the image of God.

If you shares this vision of academic excellence, high pastoral standards, care and development of good character within a Christian context and you are interested in serving our community here in Blyth then please give this opportunity careful consideration.

We truly believe that Bede Academy is a great place to learn as a student, and a great place to work as a member of staff. We are looking for someone to lead our Primary phase who holds the highest expectations of themselves, of their colleagues and of the students we all serve.

If this role, and our Primary school excites you and aligns with your moral purpose, experience and ambitions then do not hesitate to contact us to explore this further.

Robbie Burns
Head of School (Primary)

MISSION

CHARACTER EDUCATION

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

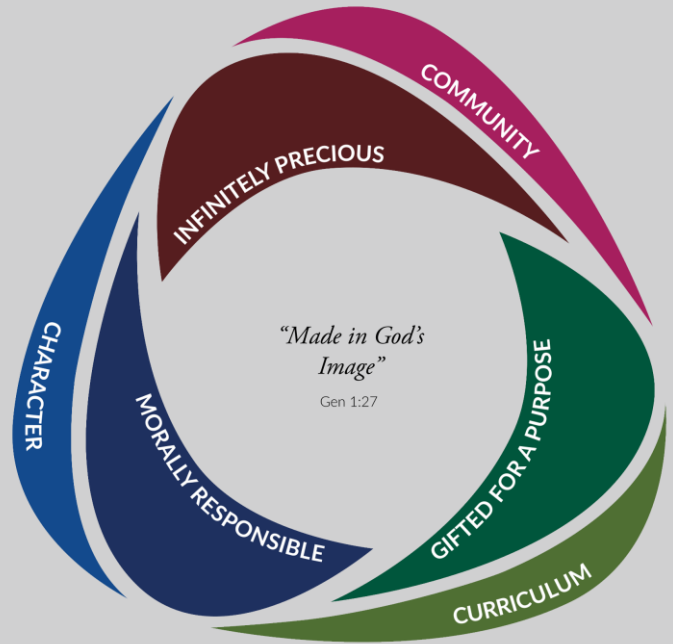
CURRICULUM EXCELLENCE

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





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**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

Administration

- Welcome all visitors and deal with requests in a professional manner.
- Receive, note and transmit all incoming calls as required.
- Administration of student late arrivals/those leaving early.
- Carry out general administration and clerical duties.
- Record and distribute information to teachers as necessary.
- Write and send generic emails, texts and letters to parents as guided by the Principal.
- Ensure the office is clean, organised and a safe working environment for other employees.
- Working as part of a team, support and train other staff to assist with administrative and other tasks as may be required.
- Support the effective supervision and monitoring of the work of the clerical team and other support staff as required.
- Report on office performance.
- Maintain confidentiality and observe requirements of UK GDPR regulations at all times.

Organisation

- Administer and arrange cover for absent teaching colleagues and keep a record of arrangements made and supply booked.
- Administer and arrange changes to staff duties for break/lunch times and support for trips.
- Maintain the support staff training schedule ensuring statutory training is up to date.
- Manage the administration of extra-curricular clubs, sending out letters and overseeing the registers.

Health and Safety

- First aid qualified or commitment to be trained.
- Operate as the First Aid Co-Ordinator (ensuring pupils with ongoing medical needs (including allergies and dietary restrictions) are appropriately supported in school in line with their Individual Health Care plans, administer approved medication to students and maintain records and reports, including those for statutory requirements).

- Maintain health, safety and accident records.
- Keep fire drill records and ensure recommendations are followed up.
- Ensure PEEPs are maintained, up-to- date and available on file.
- Oversee Healthcare Plans ensuring they are up to date and on all systems. Ensure class teachers have all up to date information.

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Attendance

- Work closely with colleagues to support the work of maximising the attendance and punctuality of all students.
- Keep up to date and monitor punctuality and attendance on the school system and provide attendance reports for school leadership as required.
- Respond to absences and lateness by contacting parents, writing letters to parents, overseeing leave of absence requests, ensuring absence management process is followed in line with statutory requirements.
- Work with secondary colleagues to efficiently prepare and present key attendance data.
- Liaise with teachers and AVP to ensure quick follow up of any concerns in relation to attendance and punctuality.
- Develop supportive relationships with families/students where attendance concerns have been identified.

Any other duties as reasonably required by the Office Manager and Principal.

THE PERSON

Experience

- Relevant experience working in a school or business administration environment
- Experience of school-based systems
- Confidence with Microsoft Office Systems
- Successful development and monitoring of administrative procedures and processes
- Experience of dealing with simultaneous and often conflicting demands from more than one person.
- Experience of a high degree of professional autonomy in relation to the key areas of school administration
- Experience of working with parents

Knowledge

- Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection
- Knowledge and understanding of current issues in the field of education and attendance to allow for greater contribution to the effectiveness of the academy
- Clear understanding of academy roles and responsibilities and one's role within the team
- Understanding of the types of problems which can occur – including conflict – and the procedures for dealing with these
- The social context in which the academy operates, including the cultural diversity of the community and how it impacts on the academy environment

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that the Academy is a safe and secure environment for its students.

Skills/Abilities

- Ability to remain calm and productive in a busy environment
- Advanced keyboard and IT skills
- Excellent communication, organisational and ICT skills.
- Produce and process data and documents to ensure accurate reports and information
- Ability to organise own workload and determine priorities within the working day
- Ability to handle sensitive and confidential information and issues appropriately
- Ability to re plan projects or activities in order to meet unexpected deadlines
- Ability to resolve complex problems in a calm and professional manner, some of which are not covered by existing rules, procedures or instructions
- Ability to interpret advice / statute and to develop policy / practice in the light of this
- Demonstrable ability to relate sensitively and positively to both children and adults (parents and colleagues), in support of a positive environment in which everyone is able to thrive
- Reflective and self-aware with demonstrable ability to identify own development needs and pro-actively seek CPD
- Strong time management skills with a proven ability to re plan activities in order to meet unexpected deadlines
- Ability to maintain confidentiality

Qualifications

- Excellent numeracy and literacy skills
- Qualifications equivalent to Level 3 ICT
- Hold a first aid qualification or be willing to be trained

Other Attributes

- Be able to demonstrate commitment to the ethos and the core virtues of the academy
- Be able to demonstrate initiative and intuition
- Present a smart appearance

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 expectations.





APPLICATION DETAILS

Vacancy Details

Salary: £24,831 actual per annum

Start date: 01 September 2026 or sooner if possible

Location: Bede Academy, Curlew Way, Blyth, NE24 3PX

Working Terms: 37.5 hours per week, term time plus 1 week, Permanent.

Deadlines:

Closing date: 1 June 2026, 9:00am

Interview to be held: Tuesday 9 June 2026

How to apply:

For further information, please visit www.bedeacademy.org.uk or call HR on 01670 545111 (option 2) or email recruitment@bedeacademy.org.uk.

We warmly welcome and encourage visits to the academy. Please contact Mrs Fuller, Office Manager, on 01670 545111 (option 1) or email newsletter@bedeacademy.org.uk to arrange an appointment or for an informal conversation about the role .

A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

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.

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FOUNDATION

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