



APPLICATION PACK

ACADEMY: Manor Drive Secondary Academy

ROLE: Attendance Administrator

START DATE: September 2026

SALARY: Grade 5 Point 5 £20,722
Paid duties are available

HOURS: Term Time Plus 5 days, 35 hrs per week
8.00 am to 4.15 pm (Monday – Thursday)
8.00 am to 2.10 pm (Friday)
50 minutes lunch

CLOSING DATE: Monday 22 September 2026



11-16 Non-selective, all
ability Secondary School

Academy Roll: 750

Headteacher:
Mrs J Sludds





FOUR Cs ACADEMY TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit www.fourcsmat.org.uk





MESSAGE FROM THE CHAIR OF GOVERNORS

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely



Jonathan Theobalds
CHAIR OF GOVERNORS





MESSAGE FROM THE HEADTEACHER

Thank you for your interest in the role at Manor Drive Secondary Academy.

Manor Drive is a very supportive school. Our students are very well mannered, respectful of each other and proud of their school. They are a pleasure to teach. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team.

I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on pnoble@manordrivesecondary.org.uk

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely



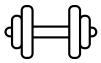
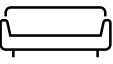
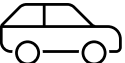
Jo Sludds
HEADTEACHER





STAFF WELLBEING + BENEFITS

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.
	Staff gym with new facilities is available to all staff.
	Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.
	Multiple staff rooms around the building.
	Free car parking on site.
	Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.



What is it like to work at MDSA?

The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us. In a recent survey, 100% said they were either happy, really happy or loved their job! We asked staff to give us feedback about what it is like to work at MDSA, here are some of their wonderful comments:

Quotes from Staff

"I love the atmosphere at Manor Drive Academy, it is so friendly and feels like such a positive community. Every day I walk into school I feel excited at what the day might hold which is not something I have always felt in other school I have worked in. We have some amazing students at Manor Drive and staff that go above and beyond to work with them. The wellbeing of staff and students is one of the key elements of the school DNA which makes it not just a safe place for staff and students but also a place full of possibilities.

The enrichment programme that we run means that there are so many options to explore and try out creative ideas for the students to get involved in. The senior team are genuinely concerned with making sure that staff are looked after and have the best opportunities to grow and develop. This is by far the best school I have worked in."

"MDSA is a place of work where staff wellbeing is a priority and not just lip service"

"I feel incredibly grateful for the unwavering and ongoing support and guidance I've received from my mentor and colleagues at MDSA throughout my teaching journey. Their encouragement and belief in my potential have been instrumental in my growth and progression."

"MDSA has a holistic approach to Staff wellbeing. Senior leadership take each staff member's workload, health, and wellbeing into account throughout the school year. There is an Open-door policy which allows us to feel safe and heard. I never get that 'Sunday night' feeling."

"When you spend so much time at work, it is incredibly important to feel happy and safe, not only physically but also psychologically. MDSA makes me feel not only safe, but valued and appreciated for being me, and all that that brings. I feel that my voice is not only heard but respected and valued. Staff are treated as equals, regardless of job title or role. Joining the MDSA family has been the best decision I could have ever made."

"I have never worked in a school where my subject has been so valued, which in turn has made me feel valued. The freedom, which I have been given to lead my department in a way which I see fit, has given me immense professional satisfaction and has helped me develop my own skills incredibly. I know that if I need anything, be it advice, resources or just a pep talk, my SLT are always there to listen and I have been extremely grateful for their actions, when I have been struggling with workload. I have never worked at a school which has valued my well-being as much as MDSA."

"I am proud to work at Manor Drive, a place that truly values and supports its staff and students. Since starting in September, I've felt incredibly welcomed, and I have been able to build great relationships with both colleagues and students. The school provides a strong sense of community and has supported me every step of the way in my teaching career. Manor Drive is an environment that prioritises both wellbeing and manageable workloads, making it a privilege to be part of a team that cares for the growth, health, and happiness of everyone involved."

"The environment that staff have created in Manor Drive School allow each member of staff to grow in their role in a safe and supported way. I started my role at Manor Drive after being in Education for 37 years. I started as a volunteer Mentor and found the work environment welcoming and supportive. So much so that I approached the Head to see if there were any roles I could apply for. I mentioned ELSA. I was welcomed, heard and felt appreciated right away. I was placed in the Wellbeing Team and given the role of ELSA."



ATTENDANCE ADMINISTRATOR

Manor Drive Secondary Academy is a new, oversubscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. Manor Drive is an ideal place to start or enhance your career, in a skilled team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We are seeking to appoint an Attendance Administrator to work closely with the Attendance Officer and Pastoral Teams in promoting and securing excellent levels of attendance. They will also play a key part in the continual development of the monitoring and tracking of student attendance. The role will also include working with families to comply with applicable attendance laws, codes and requirements.

It is desirable that candidates have appropriate training, qualifications and experience, however, training will be provided for the successful applicant.

WHAT WE CAN OFFER YOU:

- The rare and exciting opportunity to work in an innovative Academy
- Strong focus on student and staff wellbeing
- Free staff parking
- Use of staff room space
- Staff gym
- Staff Wellbeing day

Full details and how to apply can be found on the school website www.manordrivesecondary.org.uk. We welcome questions from prospective applicants, please contact, Penny Noble by email: pnoble@manordrivesecondary.org.uk. We reserve the right to close the job advert early should we receive a high number of applications.

Closing date for applications is noon on Monday 21 September 2026

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



PERSON SPECIFICATION

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

QUALIFICATIONS AND TRAINING		
E	4 GCSEs at Grade 4 or above (or equivalent) including Maths and English	A
EXPERIENCE		
E	Experience with working with children or young adults	A
E	Ability to react to situations appropriately and follow procedures	A
E	Experience of monitoring attendance data	A
D	Interest in developing positive relationships	A
D	Evidence of working alongside families in their homes or at appropriate places in the community	A
D	Interest in developing children's educational experience	A/ I
D	Interest in difficulties faced by individuals	A/I
KNOWLEDGE AND UNDERSTANDING		
E	Develop a strong understanding of attendance procedures and statutory requirements	A/I
D	An understanding of mental health and disability issues, drugs and alcohol use, domestic violence and poverty and the way in which these impact on children and family life	A/I
D	Knowledge of attendance regulations and procedures	A/I
SKILLS		
E	Ability to relate to children, young adults and adults	A/I
E	The ability to communicate clearly and professionally through a variety of mediums with parents/carers, children, staff, and professionals	A/I
E	Willing to work flexibly including before school and evenings	A/I
E	Ability to work independently and as part of a team	A/I
E	Ability to be involved in all training required to meet the needs of the students	A/I
E	Interest in student welfare and a respect for the difference in people	A/I
E	Tact and diplomacy	A/I
E	Good time management and organisational skills	A/I
E	Full UK Driving Licence	A
D	Crisis intervention and conflict resolution skills	A/I
D	Ability to prioritise and judge relative significance of conflicting demands	A/I
D	Assessment skills, with the ability to produce effective outcome focussed plans for families with complex needs	A/I
DISPOSITION		
E	Enthusiasm, warmth and patience	A/I/R
E	Flexible team player with a sense of humour	A/I/R
E	Enjoys a challenge	A/I/R
E	Ability to remain calm under pressure	A/I/R
E	Anti discriminatory and aware of prejudice	A/I/R



JOB DESCRIPTION

Job Title:	Attendance Administrator
Responsible to:	Senior Team
Budget:	None

Overall Responsibility:

- To promote and secure excellent levels of attendance and punctuality for all students so that they are able to thrive and achieve at the academy.
- To maintain and record accurate attendance and student data.
- To support the Academy Attendance Officer and other relevant staff in relation to attendance and safeguarding processes.

Attendance

To support Manor Drive Secondary Academy attendance strategies. This will include:

- first day absence calling to ascertain whereabouts of non-attendees.
- Regular communication with parents/carers in follow-up to any absence concerns, raising issues to the Academy Attendance Officer/DSL as appropriate.
- Accurate recording of attendance data/absence related messages.
- Production of documentation/correspondence to parents/carers in respect of term time absence requests.
- Maintenance of attendance data monitoring documents in support of the Academy Attendance Officer and Year Teams.
- To produce detailed attendance reports, analysing data as required.
- Ensure Academy registration periods are completed accurately and on time, liaising with staff and following up on any queries.
- Conduct home visits. (You will require business use on your personal car insurance to cover these journeys which would be the responsibility of the successful candidate to finance and arrange. Mileage will be paid for business miles undertaken based on the current school policy level)
- Engaging families with activities which supports children's learning.

Student Data and Administration

- Supporting the maintenance of student data where required, both electronic and paper records.
- All filing, scanning and archiving in respect of attendance documentation.
- To assist with general administration tasks where required.

Supporting the Academy

- Be aware of, and comply with, policies and procedures, e.g. safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend relevant meetings as required.
- Any other tasks, duties or services that may be reasonably requested.
- As an Administrator at MDSA it is essential that you have a strong telephone manner with good communication skills. It is imperative that you remain composed under pressure and operate in an organised and structured manner. A can-do attitude with a proactive and positive approach, including flexibility and adaptability is vital in this role.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academies in relation to the post holder's professional responsibilities and duties. Elements of this Job Description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.