Campion School
The best in everyone™
Part of United Learning

CREATING BRILLIANT FUTURES

Welcome to Campion School

APPLICATION PACK

Attendance Improvement Administrator

Salary: £27,000 FTE / £23,297.88 actual
Hours: 37.5 hours per week, 39 weeks per year
Start Date: ASAP

Closing Date: 12th May 2026 at 23.59pm

Proud to be Campion – Be part of something brilliant

Ambition ▪ Respect ▪ Integrity ▪ Resilience

Campion School is seeking an Attendance Improvement Administrator

The Attendance Improvement Administrator is responsible for managing the administrative functions of attendance. This includes implementing first day response procedures, communicating with parents/carers daily, maintaining accurate attendance registers on our information management system and making necessary referrals to the local authority. Additionally, the administrator provides support for the school's admission processes, coordinating entries for new students joining the school at various points throughout the year.

Campion School is part of United Learning, a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education, so that all young people can make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – high quality staff such as you.

Campion School is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments. The post will be subject to an enhanced DBS Disclosure.

The successful candidate will fully embrace our values of Ambition, Respect, Integrity and Resilience, and will have a working knowledge of how these will apply within a secondary academy context and within the role itself.

"Staff at Campion have high expectations of all pupils at the school, including those in the Sixth Form. There is an ambition that all pupils can achieve academically. As suggested by the school's hashtag, pupils and staff are proud to be Campion."

(Ofsted, November 2021)

Rewards and Benefits

Our pledge, to all our staff, is that by working for us you will benefit from more pay, more time and more support.

More pay……	More time……	And more support
▪ We offer competitive salaries for support staff roles ▪ Cash towards medical treatment ▪ Generous staff discount scheme	▪ Three extra INSET days for planning ▪ At least one personal day a year	▪ Great training for your career; excellent ongoing CPD and career development opportunities ▪ Support for your wellbeing

A Message From The Principal

Dear Colleague,

Thank you for considering Campion School as the next step in your career. We are delighted that you are exploring the opportunity to join our team, and we believe that becoming part of Campion will be a truly rewarding experience.

Campion School is proud to be part of **United Learning**, a nationwide network of academies, primary schools, and independent schools. Our shared motto, *"The Best in Everyone,"* reflects our commitment to excellence and to helping every individual reach their full potential.

Our mission is clear: **"Creating Brilliant Futures."**
Our vision is: **"To foster an inclusive community where every student thrives, enriches their skills and character, and achieves academic excellence."**

The safety and wellbeing of our students is at the heart of everything we do. We work together to provide every student with the best opportunities, focusing on character education to build confidence and resilience so they can achieve their goals and aspire to be the very best they can be.

At Campion, trust is fundamental. We trust our staff to perform their roles with professionalism while maintaining a healthy balance between work and personal life. You will find many initiatives to support staff wellbeing as you progress in your career with us.

Our school is on an exciting journey of improvement, and our students have high aspirations. Many go on to top universities and apprenticeships—and you could play a vital role in helping them achieve their dreams. People often say, *"I became a teacher to make a difference."* At Campion School, you truly can.

Campion School is a special place, and we are confident it will only continue to grow stronger. We hope you will choose to join us and be part of something brilliant.

Thank you for considering Campion School - together, let's create brilliant futures.

Kim Bradley-Smith
Principal

"There are good relationships between staff and pupils. Pupils can talk to staff with ease, and pupils say that they feel safe at school."

(Ofsted, November 2021)

"My department is very supportive and we work well as a team to ensure everything is done in the best way to support our students."
(Staff Survey November 2025)

Why Work For Us?

The leadership of the school is highly focused on creating an environment in which teachers can focus on their core role: to deliver excellent lessons. The student behaviour system is simple, easy to administer in lessons, and takes the burden away from teachers. Detentions are conducted centrally by the Pastoral and Senior Teams. Teachers speak of this as one of the major benefits of working here.

In addition to this, teachers are trusted to be professionals through:

- **No unannounced observations**
- **No lesson grading**
- **A feedback and recognition policy that lets teachers decide the best feedback mechanism for their own classes, rather than having this prescribed centrally**
- **Departments set their own feedback and recognition policy and have no expectation of teachers spending extra time marking**
- **3 extra INSET days per year for collaborative team planning**
- **A genuine flexible working approach considered**

"Leaders have revised the curriculum so that all pupils can study a broad range of academic subjects, including at least one modern foreign language.
There are opportunities in all year groups to take on leadership roles, such as being an antibullying ambassador or head student.
The aim of this is to create brilliant futures for Campion pupils."

Ofsted November 2021

Our Vision

"To foster an inclusive community where every student thrives, enriches their skills and character, and achieves academic excellence."

Our Mission

"Creating Brilliant Futures"

Our Values

At Campion School we are committed to providing a friendly and safe environment for all students. Our values are at the heart of everything we do, and we strive to instil them in our students through our daily interactions, policies and practices.

We believe that the four core values that best define Campion School are:

AMBITION

- Aspiring to be the best people we can possibly be; and know what this looks like
- Aspiring to achieve the highest outcomes possible
- Aspiring to achieve the best jobs, college and university places

RESPECT

- Showing due consideration for the values, opinions and beliefs of others
- Understanding that we are all different from one another
- Respect for ourselves, others and the environment

INTEGRITY

- Doing the right thing, even when nobody is watching
- Being honest with yourself and others, even when in the wrong
- Having strong moral principles

RESILIENCE

- Not giving up, especially during adversity
- Embracing the challenges of learning at a high level
- Supporting each other to achieve

A School of Character

Campion School's Character Development Programme is delivered through the curriculum, assemblies, tutor time reading, PSHE and many other facets.

The Character programme is based on our core values:

- **Ambition** - aiming high, not just for what you want to be, but who you wish to be
- **Respect** - showing consideration for the views, opinions, and beliefs of others
- **Integrity** - doing the right thing, even when nobody is watching
- **Resilience** - never giving up

We promise our students leadership opportunities across every year group to ensure we develop them to be the leaders of the future. This strand of opportunity for our young people is one of many that we use to help develop their character.

Staff play a vital role in this development of students' character, and are expected to role model our values in all aspects of school life.

We fundamentally believe in nurturing talent within our staff body. Our in-house Continuous Personal Development Programme focuses on developing teaching and learning practices and techniques to ensure we become the best possible practitioners in the classroom. Further, we actively support staff in their CPD and ensure all leaders have formal leadership training through avenues such as the United Learning Leadership Development programmes as well as the National Professional Qualifications. Alongside this, we create succession planning for future senior positions.

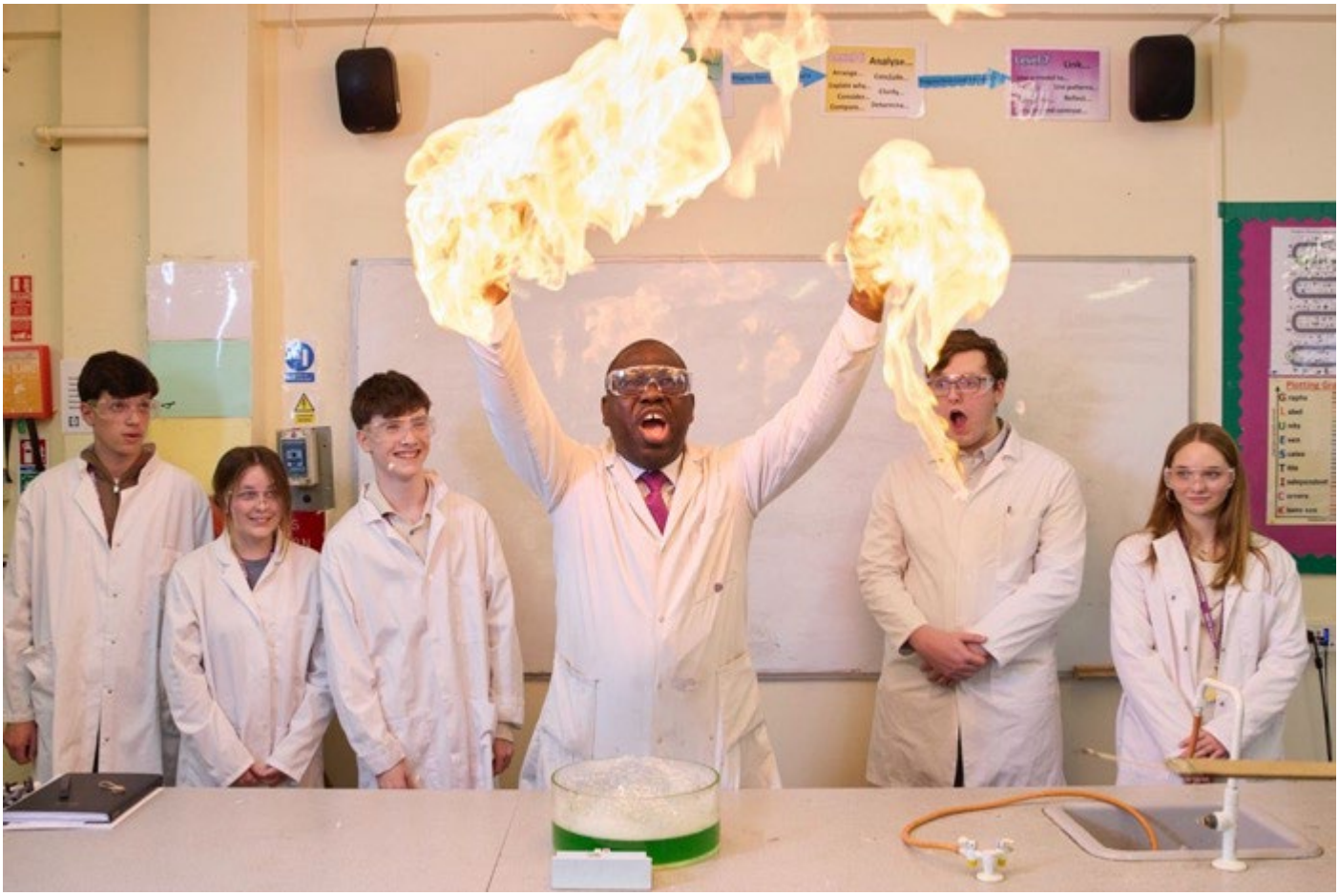
Part of United Learning

Campion School is part of United Learning; a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a group, we can reward our staff better: with good career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing and our academies each have at least eight INSET days per year (with three of those solely dedicated to planning), and an ongoing group-wide wellbeing programme. It's an ethos we call 'the best in everyone'.

"There is a strong work life balance mainly facilitated through the provision of United Learning curriculum resources, a flexible marking policy and offsite PPA."
(Staff Survey November 2025)



About Northamptonshire

Northampton is nestled in a curve of the River Nene. It has great transport links direct into London or Birmingham by train in about an hour. It also has direct access to the M1. There is a wide range of attractions both in the town and the surrounding county, such as:

- Museums and theatres - northamptonmuseums.com, The Royal and Derngate
- Manor houses and gardens - Delapré Abbey, Castle Ashby
- Great retail outlets - Rushden Lakes
- Excellent value for your money on houses and flats
- Historic surrounding market towns and villages with local markets
- Variety of cycleways - Cycle Northants
- Wide range of country walks to take you away from the pressures of modern living
- Great primary schools throughout the county
- Lakes and watersports - Stanwick Lakes
- Great sporting scene – Northampton Saints, Northamptonshire County Cricket Club & Northampton Town FC
- Picturesque golf courses - Brampton Heath
- Beautiful parkland and forests
- Canals and rivers

Castle Ashby Gardens

Northampton Saints

Royal and Derngate Theatre

Stoke Bruerne

Job Description and Person Specification

Job Description – Attendance Improvement Administrator

Campion School is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Reporting to:
Attendance Manager

Responsible for:
The administrative function of the attendance improvement team including operating first day response, contacting parents/carers each day, ensuring registers are completed on our information management system, making referrals to the local authority and general attendance administration.

The post holder will also provide administrative support with school admissions, coordinating the entry process for pupils who join at the natural point of joining alongside mid-year admissions.

Working hours:
37.5 hours per week, 39 weeks per year (term-time plus training days). A start time of 7.45am is preferred, but not essential.

Purpose

First day response:
Operate our first day response processes in line with policy including:

- Taking messages from parents/carers relating to absences of pupils each day.
- Populating Arbor with planned absences for pupils.
- Assigning codes in line with DfE guidance, the school's coding controls and NHS UK guidance.
- Ensuring that comments are reflective of the reason for absence and are structured in line with school protocol.
- Making calls to any off-site providers of education to confirm pupil attendance.
- Ensuring registers are completed by teaching staff and missing registers are followed up for morning registration and lesson 1 (all lessons in the section below).
- Dispatching an initial safeguarding message to parents of pupils with unexplained absence by 9:30am.
- Making calls to parents/carers where absence is unexplained to identify reasons for absence.
- Following up any unauthorised or unexplained absences in line with our policy.
- Sign-in late pupils or pupils leaving site during the school day ensuring accurate codes and comments are applied.
- Notify social workers or other professionals if a vulnerable pupil is absent.

Arbor – our Information Management System
Full training will be provided. The post holder will be expected to:

- Monitor register completions throughout the school day, ensuring timely and accurate completion of registers for each lesson throughout the day.
- Ensure the whole school official register is complete and accurate.
- Liaise with the Attendance Improvement Manager in relation to any queries or mark anomalies.
- Maintain a list of registration breaches to support weekly compliance checks.
- Ensure accuracy of codes and comments in line with DfE guidance.
- Provide a daily update of marks and overall attendance to the wider pastoral team.

Attendance Administration

- Coordinate requests from parents/carers in relation to term-time leave, including seeking an authorisation decision from SLT, liaising with parents/carers, sending response letters, and completing referrals to the local authority.
- Record the attendance of any trips, visits, and activities on an ad-hoc basis.

- Update weekly key performance data on the school's attendance dashboard for discussion in the weekly team meeting.
- Complete referrals to the local authority for irregular attendance or children missing in education.
- Populate the daily home visit list to support the Attendance Improvement Manager to coordinate this process.

Admissions
The post holder will lead the administrative function of admissions, including:
- Receiving notification letters and uploading to the school's portal.
- Maintaining the admissions log and on-boarding tracker.
- Supporting with administration associated with admissions at the usual points of entry (Year 7 and Post 16).
- Leading the joining process and experience for pupils who join Campion School during 'mid-year', or outside of the usual admission rounds including liaison with Heads of Year, data and timetabling team, teaching staff and the safeguarding or SEND teams as required.
- Organise tours for the Principal, SENDCO or Heads of Year.

General

All Academy staff are expected to:
- Work towards and support the school's vision, values and objectives
- Fully subscribe to the school values of Ambition, Respect, Integrity and Resilience regarding themselves, the school and our young people
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to school policies, procedures and core values as set out in the documentation available to all staff
- Ensure that the confidentiality of sensitive information and data is not compromised

This job description will be reviewed annually as part of the performance management process 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 school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning across the school and the pastoral care of the students in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

"There is a real sense of ambition and a drive for excellence, and it feels great to be part of that."
(Staff Survey November 2025)

Person Specification – Attendance Improvement Administrator

The successful candidate will possess all or most of the following attributes:

E = Essential D = Desirable
Assessed by: I = Interview A = Application

QUALIFICATIONS	Criteria	Selection
GCSE Maths and English (or equivalent)	E	A
Recognised qualifications or training relevant to the post	D	A
Experience of continued professional development	D	A
EXPERIENCE		
Experience of providing an efficient administrative service to a department or business/school or evidence of transferable skills	E	A/I
Experience of working within a team	E	A/I
Experience of working to deadlines and attention to detail	E	A/I
Experience of following policies or working protocols	E	A/I
Experience of working with the Microsoft Office suite	E	A/I
Experience of working within the education sector	D	A/I
Experience of using school management systems	D	A/I
Experience of using Arbor (full training will be given)	D	A/I
SKILLS, BEHAVIOUR AND PERSONAL QUALITIES		
Ability to liaise with parents/carers in an appropriate way, providing a positive impression of Campion School.	E	A/I
Good communication skills, both orally and written.	E	A/I
Ability to work with external professionals including council staff, trust colleagues, external advisors, and social workers.	E	A/I
Change-agile with a positive, can-do attitude.	E	A/I
Self-motivating and professional confidentiality.	E	A/I

Experience of working with data, producing reports, and briefing papers.	D	A/I
Experience of working with a senior management team.	D	A/I
Ability to manage confidential information appropriately	E	A/I
Ability to prioritise and manage time effectively	E	A/I
Awareness of data protection and confidentiality	E	A/I

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#proudtobeCampion

Ambition ▪ Respect ▪ Integrity ▪ Resilience