



North Oxfordshire Academy

The best in everyone™

Part of United Learning

Welcome to North Oxfordshire Academy

Attendance Administrator

Salary: £8,801 per annum

Hours: 15 hours a week. Monday & Friday 8am – 4pm

Start date: May 2026

RECRUITMENT PACK



CONFIDENCE • AMBITION • RESPECT • DETERMINATION

North Oxfordshire Academy is seeking to appoint an Attendance Administrator

North Oxfordshire Academy seeks a passionate Administrator or to join our dynamic attendance team. Whether you are an experienced professional or aspiring to work in education, we welcome you to apply!

North Oxfordshire Academy 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 are able to 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**.

North Oxfordshire Academy 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 Confidence, Ambition, Respect and Determination, and will have a working knowledge of how these will apply within a Secondary Academy context and within the role itself.



North Oxfordshire Academy is a caring and inclusive school. Staff know the pupils well and, as one parent described, “They always put the needs of the children at the heart of everything they do.”

(Ofsted, November 2022)

A Letter From The Principal

Thank you for interest in joining North Oxfordshire Academy. I am lucky enough to have worked at NOA since 2011 and have seen first-hand how our community has transformed lives. I am very proud of our school and, most importantly, of the students and staff with whom we have the pleasure of spending each day. At the North Oxfordshire academy, we talk a lot about us being a family; a place where we all belong; all feel respected and an academy that supports children to be the very best version of themselves.

North Oxfordshire Academy is a place where students work hard to achieve their dreams. We believe that high quality academic outcomes are important, but our young people are so much more than grades. We develop character so our students become respectful, ambitious, and determined members of our community. We expect every member of the NOA community to work hard to pursue their dreams; relentless hard work builds character. We have an ambitious vision of providing our students with a world class education in character and academics. The reason North Oxfordshire Academy exists is to provide the very best life chances for our students. Our vision and mission keep us moving forward; we never settle and always want better for our NOA families.

I am often asked what I am looking for when I appoint great colleagues. I think the starting point is that you must love children and that you have the highest of standards. NOA students and families deserve the very best and I look to employ people who work with integrity and truly believe in giving service to our community. In short, I appoint people who I would want to teach and inspire my own children.

Working in a school is deeply rewarding but also requires resilience. At NOA we look after staff with sensible and well thought out wellbeing and workload polices. We know that to flourish at work we all must be fulfilled in our home lives; we strive to listen and act on feedback. Staff are well supported by United Learning in providing a rich professional development offer for both teachers and support staff. Alongside this the United Learning curriculum is well developed so that teachers and leaders have a wealth of planning support. United Learning provide all staff with more time, more pay, and more support so we can deliver the very best learning experience for our students and families.

I hope you have read this short introduction, and you feel aligned with our vision. I encourage you to come and see the academy `in action`; our wonderful students and staff are the real selling point, and I think when you meet them you will want to be part of the North Oxfordshire Academy family.



Mrs Ellie Jacobs, Principal

Why Work For Us?

We are committed to ensuring our employees feel valued and appreciated. As we are part of a group, we can reward you better than any school could alone, and this includes your employee benefits.

We want to bring out the 'best in everyone' so, when you join us, you can be confident that you will receive the opportunities, guidance, and materials you need to excel in your role and contribute your best.

In addition to this, staff can expect:

- Staff discount scheme saves you money on supermarket shopping, gym memberships, holidays and more.
- Access a Blue Light card.
- Health cash plan giving you money towards essential medical treatment.
- At least one guaranteed paid personal day each year, to use as you want.
- Access to a comprehensive wellbeing programme, providing support with issues from legal and financial to family and housing; access to free counselling; and other wellbeing support.



“The school’s curriculum is ambitious. Leaders have considered it in the context of their pupils’ aspirations. Consequently, leaders have introduced carefully chosen vocational pathways in key stages 4 and 5, which complement the broad range of academic courses.”

(Ofsted, November 2022)

Our Vision

To be an academy where students receive a world class education in character and academics leading to happiness and fulfilment in life.

Our Mission

We exist to provide our students with the best life chances in Oxfordshire.

Our Ethos

We engender a positive emotional climate where everyone is welcomed and valued. We believe that there are no excuses and no limits to what our students can achieve, and we work hard to maintain a relentless focus on high standards.

We believe that the five core values that best define North Oxfordshire Academy are:

CONFIDENCE

Definition: A positive belief in one's own abilities, qualities, and worth.

- The ability to interact with others positively and effectively.
- The ability to express oneself expressively and with fluency.
- The belief in your ability to succeed in a particular task or goal

AMBITION

Definition: a strong desire to achieve something.

- Aiming to achieve the highest possible outcome.
- Aspiring to achieve the best possible jobs, college, and university place.
- Offering leadership opportunities for all.

RESPECT

Definition: a quality shown through thinking and acting in a positive way.

- Respect for ourselves.
- Respect for others.
- Respect for the environment.

DETERMINATION

Definition: the ability to continue to do something, although it may be difficult.

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

“I have been working at North Oxfordshire Academy for over 10 years and I love working here; I feel greatly valued as a member of the team. There has been investment in me personally, I am praised for my achievements and motivated in my role and other roles by way of growth, the opportunities are vast!”

Staff Member

Part of United Learning

North Oxfordshire Academy 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. 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'.



“The school’s culture is highly inclusive. All pupils are considered part of the ‘NOA family’. Staff care that all pupils are happy and successful in all aspects of school life. Pupils understand that bullying, discrimination and harassment are not acceptable.

(Ofsted, November 2022)

About Banbury

About Oxfordshire

Banbury's location offers the best of both worlds, with proximity to London and Oxford while still providing a peaceful country lifestyle. This balance of convenience and tranquillity makes it an appealing choice for those seeking a charming and well-connected community to call home.

Banbury Cross

The history of Banbury Cross is fascinating, with both the original High Cross and the current monument playing important roles in the town's heritage. The unique story behind the current Banbury Cross being commissioned for a royal wedding adds an extra layer of significance to this iconic landmark. It serves as a reminder of Banbury's rich history and the changes it has gone through over the years.



Castle Quay Waterfront

The Castle Quay Waterfront is an exciting new addition to the town's landscape, with its focus on creating a vibrant canal-side leisure destination. The development includes a cinema, supermarket, hotel, restaurants, and parking facilities. As Castle Quay Waterfront promises to bring a fresh dynamic to Banbury's entertainment and dining scene, attracting more people to enjoy this modern amenity.



Spiceball Country Park & reservoir

Spiceball Country Park offers a range of recreational activities and amenities for visitors of all ages, making it an ideal spot for families and nature enthusiasts alike. From leisurely strolls by the canal and river to engaging in outdoor play or enjoying a picnic in the serene surroundings, the park caters to various interests, ensuring a delightful experience for all who visit.

The Banbury Museum & Gallery

The Banbury Museum & Gallery offers visitors a comprehensive exploration of the town's history through its diverse exhibits and collections, spanning from the origins of the town to the present day. Situated conveniently next to the Oxford Canal and Tooley's historic boatyard, it provides an immersive experience for families

and history enthusiasts alike. With a variety of special exhibitions, events, and activities, there's always something engaging happening at the museum for all visitors to enjoy.

Broughton Castle

Broughton Castle located about 2 miles from Banbury, is a truly historic and picturesque estate with its moated fortified manor house, strong ties to the English Civil War, and its continued occupation by the Fiennes family. The combination of history and natural beauty, as seen in the formal gardens and park, likely makes it a fascinating place to visit and learn about.

Job Description and Person Specification

Post Title:	Attendance Administrator
Purpose:	<ul style="list-style-type: none"> To work alongside the Attendance Officer (AO) and the Assistant Principal (AP) Attendance to support the administration of attendance and punctuality, to maintain good and strive for outstanding attendance at North Oxfordshire Academy. To provide other general administrative support to the Academy. To support outcomes for students across the academy by providing high quality solutions. To support Teaching & Learning excellence, assist in expansion & support of community engagement.
Reporting to:	Attendance Officer
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Main responsibilities	<ul style="list-style-type: none"> To manage student arrivals from 8:00am by proactively supporting and encouraging good punctuality and attendance in our students. To record and investigate late students, as per the punctuality policy, from the start of school day. To oversee the registration processes at the academy, supporting teachers as required. Working with the AO to call unauthorised absent students and chase unauthorised absence. To work, alongside the AO, with families to intervene on poor attendance or patterns of absence and lateness, liaising with outside agencies (including administration of TAFs/CPs). To support the AO or welfare with home visits. Support with lunch & break duties as required. To support the Pastoral leaders and behaviour team with attendance issues and interventions administration. Support students with attending lessons. To support with data analysis of student attendance. To manage concise records for families of poor attendance and punctuality as directed by AO and AP. Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. To invigilate examinations as and when required.
Staffing CPD:	<ul style="list-style-type: none"> To take part in the school's and United Learning CPD programme by participating in arrangements for further training and professional development To engage actively in the Performance Management Review process To ensure the effective/efficient deployment of classroom support To work as a member of a designated team and to contribute positively to effective working relations within the school To attend meetings etc. in accordance with the school calendar
Communication:	<ul style="list-style-type: none"> To communicate effectively with the parents/carers of students as appropriate. Where appropriate, to communicate and co-operate with persons or bodies outside the school.
Other	<ul style="list-style-type: none"> To promote the agreed vision and aims of the school. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they come into contact with. To ensure all tasks are carried out with due regard to Health and Safety.



"It should feel daunting starting a new job but my time at NOA has been positive from the start. Apart from the welcoming atmosphere from your colleagues, it is apparent that support is in place for you to do well. I have been thoroughly lucky to receive such support and mentoring within my job role."

Staff Member



Person Specification – Attendance 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
Maths and English (C/4 or better) or an equivalent qualification	E	A
Further professional education qualifications	D	A
EXPERIENCE		
Experience of working in an office environment carrying out administrative tasks.	E	A/I
Experience of working with young people	D	A/I
Experience of working within a school or other formal educational setting	D	A/I

SKILLS & KNOWLEDGE	Criteria	Selection
Ability to effectively use ICT packages	E	A/I
Good verbal and written communication skills, and ability to relate well to children and Parents	E	A/I
Ability to manage and prioritise their own workload, and possesses initiative	E	A/I
Knowledge of national attendance regulations for schools	D	A/I
Knowledge of Arbor Software	D	A/I
PERSONAL QUALITIES		
Flexibility & Resilience	E	A/I
Calm under pressure	E	A/I
Accuracy and attention to detail	E	A/I
Ability to manage workload effectively	E	A/I
Willingness to share expertise and knowledge with others	E	A/I
Have a sense of humour, warmth & energy	E	A/I
Understands and demonstrates a willingness to promote equality of opportunity	E	A/I
Understands and respects the principles of confidentiality and safeguarding students	E	A/I



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