

Candidate Information Pack

**Attendance Administration Assistant
South Axholme Academy**



About IET

The Isle was created when local ancient settlers in North Lincolnshire combined their communities enabling individual inhabitants to live safely and thrive. Isle Education Trust is proud to have built itself on these foundations and is a community of schools who grew from the mutual recognition that by working together to build communities we can inspire each other to be excellent.

Isle Education Trust (IET) was formed when South Axholme Academy and Epworth Primary Academy became partners to support and develop excellence in the local education community. Soon after, the benefits of belonging to a wider community all working together with a common purpose attracted Coritani Academy to join the Trust.

Isle Education Trust is an education community, driven by the belief that individuals and communities flourish together when they

- are **respectful** of their communities and the individuals within them.
- work together to **inspire excellence** in one another in order to thrive.
- are **resilient** to challenges and dare to be excellent.

At Isle Education Trust each academy has its own mind-set which underpins all that they do. Our students are at the heart of everything we

do, and we aim to ensure every single one of them has the support and guidance they need in order to reach their full potential.

We believe that every individual matters – learners, staff, parents and governors. The Trust places equal emphasis on enjoying learning inside and outside of the classroom. We feel passionately that all students should have the opportunity to be involved in a broad range of activities, regardless of gender, background or religion. In this way students gain a breadth of experience to enable them to develop into highly sought after individuals in whatever route they take upon leaving the Trust.

IET is committed to supporting academies to achieve this goal by celebrating what is unique about each setting, whilst providing structures and mechanisms to reduce pressures on Principals and leaders by absorbing roles such as finance, HR, Estates Management, IT and other statutory obligations in to the IET Centralised Services team. As a result, Principals are able to devote their time and energy to managing teaching, learning and the quality of education within their academy so that it is the very best that it can be.

- We believe that we can ***inspire excellence together*** and are a place where ***communities matter*** and ***individuals thrive***.





Welcome from the CEO

Dear Prospective Colleague,

Thank you for your interest in joining Isle Education Trust. I'm delighted that you're considering becoming part of our team—whether you're looking to support students directly or contribute to the vital work that happens behind the scenes, your role matters deeply to us.

At Isle Education Trust, our vision is clear: *Inspiring Excellence Together*. Across our family of academies, we recognise that excellence doesn't happen by chance—it's built by a committed, skilled, and diverse team working together with shared purpose.

Our non-teaching colleagues are the backbone of our success. From safeguarding and administration to site management, finance, pastoral support, and everything in between, you help shape the culture and daily experience of our schools. Your expertise keeps our academies running smoothly, our environments safe and welcoming, and our pupils supported every step of the way.

We are proud to uphold values that guide our Trust:

- **Respect** – shown through honesty, consistency, and care.
- **Resilience** – demonstrated in our commitment to excellence, even in the face of challenge.
- **Inspiration** – sparked by individuals who lead by example and empower others to thrive.

When you join our team, you'll find a community where your contributions are valued, your development is supported, and your wellbeing is prioritised. We offer professional learning opportunities, a culture of collaboration, and a genuine commitment to making our academies great places to work.

If you share our belief that every role within education is a chance to make a difference, I warmly invite you to explore opportunities across the Trust. We'd be thrilled to welcome you into our mission of inspiring excellence—together.

Warm regards,



Sarah Sprack
CEO, Isle Education Trust



About the Academy

Dear Prospective Colleague,

As Principal of South Axholme Academy, I am proud to lead a school with a rich history and an exciting future. Established as South Axholme School in 1961, we now serve approximately 930 students. In 2012, the school became an Academy, and the following year took a lead role in forming Isle Education Trust. The small size of the Trust enables close collaboration whilst allowing us to maintain autonomy over our curriculum and teaching to best meet the needs of our students and community.

Located in the historic market town of Epworth, North Lincolnshire, between Doncaster and Scunthorpe and within easy commuting distance of Rotherham, Sheffield, Leeds, East Yorkshire and Lincoln, South Axholme Academy draws students from over 25 primary schools across North Lincolnshire, Nottinghamshire, and Doncaster. We are regularly oversubscribed, which reflects the confidence families place in us.

Our academic outcomes consistently exceed the national average, reflecting our strong commitment to excellence. Equally important is nurturing the whole child by developing not only academic potential but also confidence, character, and wellbeing. Beyond the classroom, our vibrant calendar offers a wide range of events and enrichment opportunities, from sponsored walks and drama productions to sports clubs, educational visits, and community celebrations like Christmas carol concerts and senior citizens parties. Central to our ethos is the South Axholme Mindset—being Ready, Respectful, and Resilient—which guides everything we do and inspires everyone to Expect Excellence.

Knowing our students, staff, and families well allows us to provide a broad, balanced, and inclusive curriculum tailored to individual needs. As part of our commitment to support, we are developing a new study hub with North Lincolnshire Council, providing a smaller, focused environment for students who benefit from additional support.

South Axholme Academy is a vibrant, ambitious and welcoming school with a strong track record of excellence in all areas. As Principal, it is an honour to lead this community as we continue the next phase of our journey, one that I am confident will be filled with even greater success.

If you would like any further information about the role, or would like to arrange a visit, do get in contact by emailing admin@southaxholme-iet.co.uk or by ringing us on 01427 872121. I would be delighted to talk to you about our wonderful school!

Every best wish,

Stephanie Hamilton
Principal
South Axholme Academy



Job Description

Job Title	Attendance Administration Assistant
Salary	£25,269 (FTE)
Job Details	37 Hours, 190 days
Location	South Axholme Academy
Required	As soon as possible
Application Close	25 August 2026
Interview Date	27 August 2026 (other dates considered for candidates not available)

Job Purpose

The role is to work alongside the Attendance and Welfare Officer to promote excellent attendance, reduce the level of absence and work with children and families to promote high levels of attendance through accurate record keeping.

The Administration Assistant Attendance reports to the Vice Principal in charge of Attendance.





Key Responsibilities and Accountabilities

Main Responsibilities

- To assist the Attendance and Welfare Officer with tasks relevant to the role.
- To monitor daily attendance registers, absences, lateness and approved leave using Arbor (MIS system), following up incomplete or missing information with staff.
- To accurately record absences, lateness and early departures from telephone calls, emails and other notifications.
- To act as the first point of contact for students and parents/carers regarding attendance, responding to queries by telephone, email and SMS.
- To follow up unexplained absences with parents/carers and escalate concerns appropriately in line with school procedures.
- To prepare leave of absence requests for Principal authorisation and maintain accurate records of attendance-related information.
- To maintain attendance files and records, including appointments and absence documentation.
- To monitor attendance data and provide regular information and reports to support the AWO and Senior Leadership Team.
- To provide general administrative support, including correspondence, filing, photocopying, data entry and other duties as directed by your Line Manager.

Additional Responsibilities

- To assist with monitoring persistent absence and lateness and identify attendance patterns or concerns for the attention of the AWO.
- To assist with attendance meetings, interventions, letters and other attendance-related activities.
- To liaise with teaching, pastoral and administrative staff to support accurate and up-to-date attendance records.
- To ensure attendance information is handled confidentially and in accordance with GDPR, safeguarding and school procedures.
- To promptly escalate attendance, welfare or safeguarding concerns to the appropriate member of staff.
- To support attendance improvement initiatives and other activities led by the AWO.
- To undertake any other reasonable duties appropriate to the level and responsibilities of the post



We expect all Trust staff to:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Liaise effectively with staff, students, parents and governors.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues.
- Proactively participate with arrangements made in accordance with the Appraisal Policy.
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos.
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students.
- Attend and participate in appropriate calendared meetings.
- Take responsibility for own professional development and duties in relation to Academy policies and practices.
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by your Line Manager as may from time to time be agreed in accordance with the nature of the job described above.

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.



Person Specification:



Education, Qualifications and Relevant Experience	Essential	Desirable
Level 2/GCSEs in English and Maths at grade C/4 or above	AI	
Very good interpersonal and customer care skills	AI	
Professional development relevant to the post		A
First Aid Qualification		A
Specialist Knowledge and Skills	Essential	Desirable
Success in raising achievement, preferably in a school setting.	A	
Knowledge of current safeguarding and DfE attendance guidance.	A	
Knowledge of the key role attendance plays in students' attainment.	AI	
General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities, and child protection		I
Experience of MIS (Management Information System) & Data software	AI	
Experience of Microsoft software packages (Word, Excel, Publisher)	AI	
Practical Skills	Essential	Desirable
Flexible approach to work as well as good organisational and communication skills	AI	
Ability to work collaboratively and effectively within a team	AI	
Ability to work independently and to show initiative	AI	
Ability to work under pressure, prioritise and meet deadlines	AI	
Friendly, approachable, and non-confrontational manner combined with the ability to be firm	I	
Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	I	
The capacity to inspire and motivate others – both adults and students		I
Ability to use ICT for administrative purposes	A	

Personal Qualities & Essential Attributes	Essential	Desirable
A desire to work with young people and to support their education and achievements	AI	
A professional approach in both manner and physical appearance	I	
Able to demonstrate discretion, confidentiality, and commitment	I	
Able to liaise sensitively with parents/carers recognising their role in the student's learning	I	
Enthusiasm, determination, and insistence on high standards	I	
Flexible and good-humoured approach	I	
A proven track record of excellent attendance and punctuality	I	
A sense of humour and good sense of well-being	I	
Able to work with or without supervision	AI	
Commitment to safeguarding and promoting the welfare of children and young people	AI	
High quality communication skills with the ability to develop positive relationships with students and adults of all levels	I	
Ability to work as part of a team, understanding classroom roles and own position with the school hierarchy	I	
High expectations of self and others	Essential	Desirable
A flexible and adaptable approach	AI	
An innovator with the desire to continue to learn	AI	
Resilience and the determination to be successful within this role and ambitious for the Academy and its students	I	
Safeguarding	Essential	Desirable
Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, always, what is in the best interests of the child	AI	
Equal	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

KEY

A = assessed through the application process

I = assessed through the interview process





Trust Benefits:



Pension Scheme

All staff are enrolled in either the Teachers' Pension Scheme or Local Government Pension Scheme, whichever is relevant.



Continuous Professional Development

IET offers numerous opportunities for continued CPD for **all** staff including NPQs and apprenticeships



Cycle to Work Scheme

Eligible staff may apply to purchase a new bike, e-bike or cycling accessories through this salary sacrifice scheme, making significant savings.



Staff Wellbeing

This is a priority for the Trust. All staff have access to a free Employee Support Package, including 24/7, 365 days a year online and telephone support covering areas such as mental health, bereavement, financial advice and counselling.



Healthcare

All staff have free access, 24/7, 365 days a year to an online doctor.



Flu Vaccinations

All staff are able to request a free voucher for a flu vaccination in the Autumn term.



Discounts

Through our employee benefits platform, staff can make significant savings through discounts and vouchers in a range of areas including restaurants, supermarkets, retail and holidays.



Appointment Process

How to apply

To apply for this post, visit the IET website:

[Isle Education Trust - Vacancies](#)

Please note that the personal statement you provide as part of this process must be **no longer than 1000 words.**

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

Isle Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.