



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.

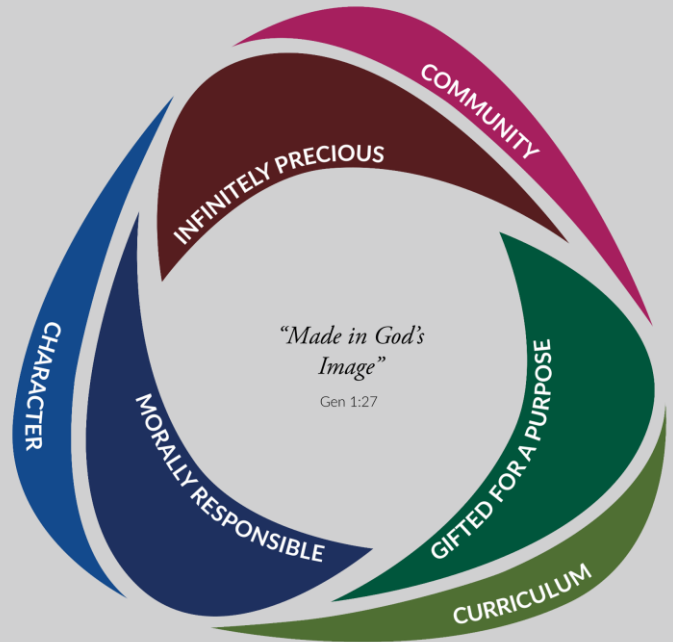
CURRICULUM EXCELLENCE

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”

A photograph of a classroom scene. A female teacher with blonde hair and glasses is leaning over a table, interacting with three young children. The children are focused on a task involving a white tray with a hexagonal pattern. The background shows a bulletin board with various papers and a window letting in natural light.

“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

Purpose of the Role

To provide high-level administrative support to ensure the smooth and efficient operation of the Primary Phase. You will lead on key operational areas including office administration, attendance, health and safety, cover coordination, and enrichment logistics, while supporting the wider school community with professionalism and care.

Attendance & Punctuality

- Monitor and report on student attendance and punctuality using the school system.
- Liaise with parents regarding absences and lateness, including follow-up letters and calls.
- Collaborate with the EWO, teaching staff and AVPs to address attendance concerns.
- Build supportive relationships with families to improve attendance outcomes.

Cover & Logistics

- Manage staff absence cover, including booking supply.

Administration

- Welcome all visitors in a warm and professional manner.
- Manage incoming calls and messages, ensuring timely and accurate communication.
- Oversee the administration of late arrivals and early leavers.
- Perform general clerical duties including filing, photocopying, and data entry.
- Draft and distribute communications to parents via email, text, and letters.
- Maintain a clean, organised, and safe office environment.
- Supervise, support, and train administrative and clerical staff.

Organisation & Even Co-Ordination

- Manage daily cover arrangements for absent teaching staff, including booking supply and maintaining records.
- Coordinate the organisation of academy events, and extra-curricular clubs.
- Oversee changes to staff duties for break/lunch times and trip support.
- Maintain and monitor the support staff training schedule.

Health, Safety & First Aid

- Maintain accurate health and safety records and ensure compliance with procedures.
- Keep fire drill logs and follow up on any recommendations.
- Ensure Personal Emergency Evacuation Plans (PEEPs) are completed and filed.
- Track and update health and safety training records.
- Support staff in completing risk assessments for classes and events.
- Ensure accurate input and analysis of accident/sickness reports.
- Hold or be willing to obtain a valid First Aid qualification.

Clubs & Enrichment

- Coordinate the administration and logistics of extra-curricular clubs and enrichment activities.
- Maintain accurate registers and oversee communication with parents.

General Responsibilities

- Undertake any other duties reasonably required by the Office Manager or Head of School.
- Uphold the values and ethos of Bede Academy in all interactions.

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: £24,829 actual per annum (SCP10 FTE £28,607 per annum)

Start date: 4 January 2027 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: Friday 2 October 2026, 9:00am

Interview to be held: Tuesday 13 October 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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EMMANUEL SCHOOLS
FOUNDATION

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