



# The Rudheath Senior Academy

## **Admin Assistant**

Attendance Team

National Joint Council Pay Scales

Suitable for new or experienced candidates

Middlewich Road, Northwich, Cheshire, CW9 7DT

[www.rudheathsenioracademy.org.uk](http://www.rudheathsenioracademy.org.uk)



# About the Role

## Admin Assistant

September 2025



### Admin Assistant (Attendance)

Are you an individual who can see the potential in every child and is ambitious in supporting children and families to secure good attendance to school. **If so, the Rudheath Senior Academy is the school for you!**

We are seeking to appoint an Admin Assistant to join the Attendance Team from September 2025.

You will need to be competent with undertaking the administration of attendance data, maintaining constructive relationships with parents/carers, and ensuring good attention to detail in the management of school information.

This is a busy and varied role for someone who is pleasant and approachable for all members of the school community. Admin Assistant will be a friendly point of call, ensuring all reports of absences are dealt with effectively and efficiently.

Key attributes for the role include:

- Experience as a school administrator or other professional background.
- A passion for working with young people within a school setting.
- The ability to be self-motivated and undertake administrative tasks proactively.
- A relationships-based approach to working with staff, students and parents/carers.
- The skill to provide friendly and clear guidance to reports of pupil absence.
- A reflective individual with excellent organisational skills.

***“This school is a friendly and welcoming community.  
Staff know the pupils well and ensure that they are  
well cared for.”***

**- Ofsted, 2023**



# Key Elements of the Role

## Admin Assistant

September 2025



Key elements of the role will be:

- To provide a range of administrative functions to support the attendance team which includes routine clerical duties, such as making and receiving telephone calls, maintenance of attendance records, distributing correspondence to families, and ensuring register data is accurate.
- To be proactive and ensure information on pupil attendance and punctuality is recorded correctly, to support the school's monitoring and evaluation processes.

**Responsible to:** Attendance Manager

**Salary:** National Joint Council Pay Scales. SCP4 – SCP7 (£24,404- £25,584 FTE). £21,056 – £22,074 pro-rata per annum. Salary negotiable for the right candidate.

**Key Relationships:** Pupils, Faculty Team, Senior Leadership Team, Teaching & Support Staff, Form Tutors, Governors, External Agencies, Parents, Local Community.

**Working Pattern:** 37 hours per week, Monday to Friday 08:00am – 16:00pm, Term Time Only.

**Disclosure Level:** Enhanced

**School Visits:** If you would like further information, to have an informal conversation, or to arrange a school visit, please contact Christine Williams, Headteacher, by emailing [cwilliams@rudheathsenioracademy.org.uk](mailto:cwilliams@rudheathsenioracademy.org.uk).

*The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*

# Job Description

**Admin Assistant**

**September 2025**



## *Summary of Main Duties and Responsibilities*

- Make 'first day absence' calls home. Take phone calls and log all absences on Arbor.
- Monitor attendance for all year groups and liaise with the Attendance Manager to discuss any attendance and punctuality issues.
- Ensure completion of class registers through Arbor. Chase up missing registers and monitor incorrect registers.
- Record students arriving late to the school and to record appropriate next steps in line with the school's attendance policy.
- Monitor punctuality records and provide information to be communicated to parents/carers as directed by the Attendance Manager.
- Produce all letters for punctuality and for anything else associated with attendance. In the event of a FPN (Fixed Penalty Notice) collate and send all relevant documentation to the local authority.
- To log and update attendance records on the school's attendance tracker.
- Recording of appointments and future absences for all students.
- Liaise with all stakeholders for processing absence forms and issuing relevant correspondence to parents/carers.
- Maintain modified timetable records and update in school management system.

# Person Specification

**Admin Assistant**

**September 2025**



	Essential	Desirable	Method of Assessment
<b>Education and Qualifications</b>			
Demonstrable levels of numeracy and literacy equivalent to GCSE (A*- C) or above in English, Maths and Science.	X		Application/Interview
Evidence of CPD and/or qualifications relevant to the post (desirable).		X	Application/Interview
<b>Experience</b>			
Working within a clear vision and set of values.	X		Application/Interview
Previous experience working in a school environment (desirable).		X	Application/Interview
Experience of liaising with a range of stakeholders.	X		Application/Interview
Competent user of Microsoft Office and confident to learn and use new technologies and systems..	X		Application/Interview
Experience of working in a customer service role.		X	Application/Interview
<b>Knowledge</b>			
Understanding in working in a variety of situations and with both staff and students in a clear and professional manner.	X		Application/Interview
Willingness to undertake CPD relevant to the job role.	X		Application/Interview
Awareness of relevant legislation relating to safeguarding and child protection.	X		Application/Interview
Understanding of the characteristics of working with students and families.		X	Application/Interview
<b>Skills and Attributes</b>			
Excellent communicator.	X		Application/Interview
A 'Can Do' attitude and hardworking.	X		Application/Interview
Excellent timekeeping.	X		Application/Interview
Excellent interpersonal skills with a variety of stakeholders.	X		Application/Interview
Ability to work to deadlines.	X		Application/Interview
Self-motivating with a positive outlook and attention to detail.	X		Application/Interview
Ability to build and work as part of an effective team, as well as being able to use initiative and work independently.	X		Application/Interview
Ability to see tasks through to a successful conclusion.	X		Application/Interview

# Recruitment Information

**Admin Assistant**

**September 2025**



## How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school's website ([www.rudheathsenioracademy.org.uk](http://www.rudheathsenioracademy.org.uk)), and send this to [recruitment@rudheathsenioracademy.org.uk](mailto:recruitment@rudheathsenioracademy.org.uk) by the closing date and time.

Closing date: **Friday 20<sup>th</sup> June 2025**

Time: **09:00am**

## Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

## Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.



# Why North West Academies Trust?



**Admin Assistant**

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NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residentials, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medish Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.

*“Opening Children’s  
Eyes to the  
Wonderful World of  
Possibility”*

