

**Attendance Administrator**  
**Band 5 SCP 4 – 6, actual salary £19,872 – £20,547**  
**Permanent, Term Time only plus 5 days**  
**37 hours per week**

A new and exciting opportunity has arisen for an experienced Attendance Administrator to join Appleton Academy. The person appointed to this post will occupy a key role within the Academy, supporting a cutting-edge learning facility for students and staff. The successful candidate will work closely with the Attendance Leader in promoting good attendance and follow up absences with parents, as well as working with the Heads of Year and Assistant Heads of Year to enable them to deliver excellent pastoral care.

Appleton Academy is part of the Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary school, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The Academy itself is an all through learning environment for pupils aged 3 to 16 and our building provides a wonderful environment for lifelong learning, in South Bradford.

The successful candidate will:

- Hold a clean driving licence
- GCSE English and Maths at Grade C or above
- Be confident with excellent communication skills
- Be able to work as part of a team, as well as on own initiative
- Have the ability to work under pressure
- Have previous experience of working with children, young people and families in a school or school related environment
- Be able to demonstrate strong knowledge and experience of Safeguarding and attendance monitoring procedures

We can offer:

- Opportunities for innovative ways of working
- An opportunity to build and further develop good practice
- High quality professional development opportunities
- A permanent contract, following a successful 6-month probationary period

**Closing date: Friday 13<sup>th</sup> September 2024 at 4pm**

**Interview date: Week Commencing Monday 16<sup>th</sup> September 2024**

Together we Exceed

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For an informal discussion regarding this opportunity, please contact the school on [recruitment@appletonacademy.co.uk](mailto:recruitment@appletonacademy.co.uk) or 01274 600550. Further details about our Academy can also be found on our website [www.appletonacademy.co.uk](http://www.appletonacademy.co.uk)

If you are interested in applying for this role, please do so by submitting an online application.

CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

