



**Attendance Administrator**  
**Band 5 SCP 4 - 6 (Actual salary £20,987 – £21,657 per annum)**  
**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 Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, 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 successful candidate will;**

- 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

**The essential requirements of this role are;**

- Hold a clean driving licence
- GCSE English and Maths at Grade C or above

**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

Together we Exceed

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Exceed Academies Trust is a charitable company limited by guarantee and registered in England and Wales with company number 10050238. The registered office is as per the above address

**Closing date: Thursday 3<sup>rd</sup> July 2025 at 10am**

**Interview date: W/C Monday 7<sup>th</sup> July 2025**

For an informal discussion regarding this opportunity, please contact Recruitment on [recruitment@appletonacademy.co.uk](mailto:recruitment@appletonacademy.co.uk). Further details about our Academy can also be found on our website <https://appletonacademy.co.uk/>.

If you are interested in applying for this role, please do so by submitting an application form to [recruitment@appletonacademy.co.uk](mailto:recruitment@appletonacademy.co.uk). Application forms can be downloaded from the school website <https://appletonacademy.co.uk/news/vacancies/>

**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 2024. 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.

