



The Bishop of Winchester Academy

Attendance Administrator

Term time plus one week (40 weeks); 37 Hours per Week,
Salary Scale: FTE £23,481 dependent on experience
(to be pro-rated in line with Academy terms & conditions)

Are you looking for a career in a thriving, friendly and supportive environment where staff welfare is a priority? Are you passionate about making a difference to the lives of young people in a role that really matters? If so, The Bishop of Winchester Academy wants you!

We are seeking an Attendance Administrator to play a key role in maintaining our outstanding attendance. You will work with a highly professional team that is crucial to the smooth running of the academy, who believe in the inclusion and success of all our students and giving them the best possible prospects for their future lives.

You must have good administration skills and have experience of working within an education environment or a strong interest in working with young people. You will want to “make a difference”, and you will be resilient and hard working with high expectations. This role is responsible for maintaining and improving our student attendance record, so you must be capable of building positive relationships with students and their families.

As **Attendance Administrator**, you will be welcomed into an experienced team of professionals to:

- Progress the department to even greater successes
- Track attendance and punctuality, conducting discussions with students and parents
- Obtain, record and analyse information and provide progress reports
- Manage admin tasks effectively and efficiently
- Encourage our students to have high expectations of themselves
- Be a positive role model

The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising ‘wider opportunities alongside achievement so that pupils “live life to the full.” (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.

We put the welfare of our staff at the heart of everything we do and can offer you:

- Generous employer pension contribution at **23%** basic salary
- Career development with a bespoke CPD programme
- Excellent newly refurbished facilities with free onsite parking and good local public transport links
- Employee Assistance Programme and Cycle to Work scheme
- Close proximity to beaches and the Jurassic Coast to assist your work life balance

To apply for this **Attendance Administrator** role, please visit the vacancies section of our website to complete an application form: <https://www.tbowa.org/staff/-vacancies/support-staff>. Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal.



I came to give life - life in all its fullness
High expectations - no excuses



*The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CV's. We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.***



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