



**Silver Springs Primary Academy**  
**Stalybridge, Tameside, Greater Manchester**  
**Principal: Deborah Mason**  
**Silver Springs Primary Academy is part of Great Academies Education Trust**

**Attendance Administrator**

**Permanent**

**36 hours per week term time only + 3days**

**Pay Band 4 – actual salary £21,105**

Silver Springs Primary Academy is a popular and inclusive school seeking to appoint an Attendance Administrator to work as part of Academy Office Team reporting directly to the Office Manager.

This is an important role working within a multi academy trust which believes that children and young people deserve outstanding schools to help raise and fulfil their ambitions.

**Key aspects of the role include:**

- To be responsible for all attendance administration duties relating to attendance and absence reporting
- To assist the Family Co-ordinator with working with children and their families to maximise attendance and to address attendance related issues of safeguarding
- To assist the Office Manager in ensuring the smooth and efficient running of our busy school office
- To ensure all visitors receive a warm and friendly welcome

*The post holder should have experience of working in an administrative role with multiple demands and experience of working with IT systems. They will also have a level 2 qualification in numeracy and literacy.*

*The successful candidate will also demonstrate a commitment to going the extra mile in all that they do!*

**Great Academies Education Trust is committed to safeguarding the welfare of children and the successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.**

Please e-mail [recruitment@silverspringsacademy.org.uk](mailto:recruitment@silverspringsacademy.org.uk) for an application pack or visit our website, [www.silversprings.greatacademies.co.uk](http://www.silversprings.greatacademies.co.uk)

**Please note that we are unable to accept CVs**

Please return completed applications to Mrs Nicola Burton at [nicola.burton@silverspringsacademy.org.uk](mailto:nicola.burton@silverspringsacademy.org.uk) or into the School Office by 12.00pm on Thursday 27<sup>th</sup> February 2025.

**Closing date for applications: Thursday 27<sup>th</sup> February 2025 at 12.00pm**