



**PENDLE VALE COLLEGE**

**ADMIN & ATTENDANCE**  
**SUPPORT**

**Candidate Information**

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## Dear Candidate

Welcome to Pendle Vale College. I am delighted that you are considering our College as a new career opportunity.

We are fortunate to have a modern, innovative, and fantastically well-equipped College; a £32million new build project in 2008, the facilities at Pendle Vale College are second to none. The building remains modern and innovative in design and is an exciting environment in which to work, however the College is more than bricks and mortar – our school is made up of over 1000 students and over 100 colleagues who all attend school each day to learn, grow and improve. Our facilities provide first rate teaching and learning opportunities that give our students and teachers a clear advantage and that results in consistently good outcomes.

Our college is made up of a team of highly committed, motivated, dedicated and professional colleagues both teaching and non-teaching, who each individually make a significant and positive difference to the lives of our students. As Headteacher, I am extremely proud of our college and the colleagues and students with who I share the vision to make this a special place for adults and young people to teach and learn in.

Colleagues at Pendle Vale benefit hugely from working in an environment that is supportive, challenging and rewarding. We pride ourselves on welcoming new staff with an excellent induction programme whether you are joining us as a newly qualified or experienced candidate.

Whilst recognising that the College exists for the benefit of the students, we aim to be a place where staff can also realise their ambitions and potential and further develop their careers. We aim to be at the cutting edge of change and engage in high profile projects and developments that enable our students, and staff, to achieve the most that they possibly can while working or studying here. We are outward facing and strive to learn from and assimilate the very best practice and research. We really want to hear from those colleagues who are exceptional in what they do and who truly believe that they can make a positive difference to our college.

We know that Pendle Vale College is and will continue to transform the education and life chances of our young people. By working together as a team, we aim to develop happy, confident and independent learners ready to take their place in the modern world.

We have a modern, flexible, and responsive curriculum, which actively encourages our students to be responsible for their own learning and ensures that they are being stretched and challenged and appropriately prepared for their future learning. We know our students very well indeed and strongly and confidently believe that we are meeting their current and future needs.

As Headteacher, I believe that a team of people work best when they are working together towards a common goal. Pendle Vale College is an enjoyable and rewarding environment in which to work. There are significant career opportunities for colleagues and promotion is actively supported and encouraged. Our team ranges from early career teachers to experienced candidates who have reaped the benefits of working at our college.

We are a modern and contemporary College that wants to attract colleagues who have ideas, who are inspirational, innovative and who are truly dedicated to the development of our young

people. If you have what it takes to take a forward-thinking College to the next level, then we look forward to reading your application and hopefully from there calling you to interview.

Our story is one of continued and improving success. We pride ourselves on being a strong, vibrant, and confident community. Don't just take our word for it, we warmly welcome visitors and prospective applicants to arrange a visit, meet with significant colleagues and see for yourself.

## Ofsted

Ofsted last visited us in November 2021 and confirmed that Pendle Vale remains a Good school. A copy of this Ofsted Report can be found on our college website.

## Community and Surrounding Areas

Pendle Vale College has a good location, situated just five minutes from the M65. Easily accessible from larger towns and cities of Manchester, Preston, Bradford, and Huddersfield, it is also in close proximity to the smaller rural communities for Pendle, Colne and Skipton. Nelson is under an hour away from the Lake District and North Yorkshire Moors.

If you are interested in moving the College forward within a focussed team who are highly committed to serving its students, staff, and community, then I welcome your application. Please submit the Teaching Staff application form, available on our website or from Hays, along with a letter of application of not more than two A4 sides, detailing how your experiences and impact to date qualify you for the post and how you see the role developing.

I look forward to receiving your application.

Mr Oliver Handley  
Headteacher

Pendle Vale College, Oxford Rd, Nelson, BB9 8LF

Main Reception: 01282 682240 | Email: [reception@pendlevale.lancs.sch.uk](mailto:reception@pendlevale.lancs.sch.uk)

Web: [pendlevale.lancs.sch.uk](http://pendlevale.lancs.sch.uk)

Headteacher: Mr O Handley BSc (Hons) MTL

## JOINING PENDLE VALE COLLEGE

We recognise that people are our most valuable resource and we support them in being effective in their role by providing the following benefits:

- **Professional Development** – Pendle Vale is committed to developing staff within their roles and creating continued fantastic opportunities for further career progression through our weekly CPD sessions as well as access to NPQs and other professional qualifications.
- **Pension Scheme** – Every employee here at Pendle Vale has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Well-being Benefits** – Through our wellbeing provider, staff can access a number of generous well-being benefits including Physiotherapy, 24-hour GP Helpline, Cancer Support, Stress counselling support and Weight management
- **Cycle to Work Scheme** – Pendle Vale has joined this scheme to provide staff with the opportunity to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details on how to apply, please contact the central HR Team
- **Annual Flu Vaccinations** - Annual Flu Vaccinations offered for free to all members of staff.
- **Gym Facilities** - Staff here are able to access the Gym facilities before and after school free of charge.

# ADMIN AND ATTENDANCE SUPPORT

Full Time, but part-time considered

Grade 4, SCP 4-6 (£25,185 - £25,989) pro rata

Term time only (38 weeks)

Pendle Vale College is seeking a motivated, experienced and dedicated administrator to join our Attendance Team. If you thrive on a challenge, are committed to delivering high-quality administrative support, and want to contribute to a thriving secondary school community, this could be the ideal role for you.

Working under the guidance of the Attendance Improvement Manager, you will play a key role in ensuring the smooth and efficient running of attendance-related administration. Your duties will include accurately updating the College's MIS system with daily attendance data for all students. You will also communicate regularly with parents and families, work closely with form tutors and teaching staff, liaise with the Senior Leadership Team, and actively support initiatives to promote strong attendance across the school.

We are looking for someone with excellent communication skills, outstanding accuracy and attention to detail, and the ability to perform well under pressure. Experience using databases and IT systems—particularly Office 365 applications such as email, OneDrive and PowerPoint—is essential. Strong numeracy and literacy skills are required, along with a flexible approach and a positive, 'can-do' attitude.

Previous experience of working in a school is desirable but not essential.

For an informal conversation please contact Ms S Williams – Deputy Headteacher and Designated Safeguarding Lead on 01282 682240 or via email [s.williams@pendlevale.lancs.sch.uk](mailto:s.williams@pendlevale.lancs.sch.uk)

If you are interested in applying for this position, simply click on the following link to apply via our Every Recruitment Portal:

<https://candidates.every.education/Vacancies/Details?advertKey=edbf0fd9-badd-4259-85b8-5a3dc5c35665>

**Closing date for applications:** Monday 13 April 2026 at 9am

**Interviews:** TBC

*Pendle Vale College is committed to the health, safety, and welfare of its students.*

*All posts are subject to an Enhanced DBS disclosure. Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.*

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Headteacher: Mr O Handley BSc (Hons) MTL

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Admin & Attendance Support
<b>GRADE:</b>	Grade 4 SCP 4-6
<b>LOCATION:</b>	Pendle Vale College
<b>RESPONSIBLE TO:</b>	Attendance Improvement Manager
<b>STAFF RESPONSIBLE FOR:</b>	

**JOB PURPOSE: The main objectives to be achieved by the Postholder**

Under general guidance from the Attendance Improvement Manager to provide general administrative support within the Attendance Department.

**MAIN ACTIVITIES: What the Postholder will actually do and what prescribed duties the Postholder will have:****Clerical/Administrative/Teacher/Student Support**

General Clerical/Administrative/Teacher/Student Support in relation to Attendance:

**Duties include:**

- Checking Bromcom MIS daily for missing register marks
- Monitoring late arrivals using the Inventory system and updating MIS accordingly
- Receiving and responding to phone calls and text messages from parents reporting student absences and then reviewing and updating MIS with the correct attendance codes based on incoming messages
- Sending text messages via MIS to parents of students absent without a provided reason
- Communicating with parents in response to text message replies and absence queries
- Entering medical attendance codes upon receipt of appropriate medical evidence
- Contacting families via the weekly "no contact" letter where required
- Liaising with the Attendance Improvement Manager when no contact has been made regarding a student's absence to make a home visit.
- Liaise with Attendance Improvement Manager when checking persistence absence or safeguarding students updating information accordingly
- Supporting parents who have concerns about their child's attendance
- Organising lesson checks for students at the request of parents or staff
- Updating Bromcom records as new information becomes available
- Providing timetables for students when required
- Reviewing unauthorised absence marks for each year group
- Printing registration group lists and class lists upon request
- Filing and maintaining student records
- Liaise with HOYs on percentage attendance of students
- File student records and relevant letters into student folders
- Liaise with Attendance Improvement Manager about referral forms for official warning letters
- Monitor report on the student who are classed as persistent absentees.
- Print Registration Certificates for all years
- Input new, updated or changed data in relation to students
- In the absence of the Attendance Improvement Manager – Print out all fire registers
- Send warning letters to parent whose Child's attendance has fallen below 85%
- Update court documentation using the official form using the information provided by the Attendance Improvement Manager

**Other Administrative Support:**

- Accessing E Mail/Internet/School Portal as required;

- Responding to correspondence.
- Collating student reports where required.
- Undertake reception duties including answering telephone and responding to standard queries and enquiries and dealing with visitors where appropriate on behalf of Headteacher.
- Welfare support as required including liaison with staff and/or parents.
- Undertake word processing and operation of IT software as required including advanced applications (mail merge/tables/spreadsheets/databases/use of software packages for creative WP requirement e.g. prospectus).
- Update/maintain manual/computerized record/management information systems including system maintenance/back up files and provision of reports.

#### **School**

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

**In addition to the following duties, the Postholder may be required to undertake any of the duties normally associated with a lower post.**

#### **Note**

In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

**Establishment/Team:** Pendle Vale College

**Post Title – Attendance Administrator**

**Grade 4**

**Requirements**

**(on the basis of the job description)**

	Required	Assessed
<b>Qualifications</b>		
4 GCSEs (Grade A*-C) or equivalent including English and Maths	E	AF
NVQ 3 Business Admin or equivalent	D	AF
<b>Experience</b>		
Experience of working within an administrative environment	E	AF, I & R
Experience of working within a secondary school	D	AF, I & R
Experience of using a wide range of IT systems including SIMS, Bromcom, Office 365 – email, One Drive, PowerPoint	E	AF, I & R
Experience of working with ICT effectively and using systems to produce management information	E	AF, I & R
Experience of working with a wide range of professionals and members of the public	E	AF, I & R
<b>Knowledge/skills/abilities</b>		
Administrative/clerical skills	E	AF, I & R
High level of literacy and numeracy skills	E	AF, I & R
Excellent communication skills	E	AF, I & R
Ability to work under pressure	E	AF, I & R
Ability to work on own initiative	E	AF, I & R
Ability to work as part of a team	E	AF, I & R
Good organisational skills and the ability to plan and prioritise workload to meet deadlines	E	AF, I & R
Ability to relate to a wide range of people including students, parents, professionals	E	AF, I & R
Awareness of relevant policies and procedures to the role	E	AF, I & R
Ability to manage change	E	AF, I & R
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3	E	AF, I & R
<b>Other</b>		
Willingness to undertake training	E	AF, I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I

**Note: We will always consider references before confirming an offer in writing**

Required: E = Essential D = Desirable

Assessed by: A = Application I = Interview R = References O = Observation L = Letter