

**Attendance Administrator**  
**10 hours per week | Monday to Friday | 8:30am-10:30am**  
**Scale 4 points 7-11**  
**£27,275-£29,071 FTE £14.18- £15.11per hour**

We are seeking a highly organised Attendance Administrator to support the effective management of student attendance. This is an important role within the school, helping to ensure attendance records are accurate, up to date and maintained in line with school procedures.

The successful candidate will be responsible for monitoring the attendance email inbox, processing absence information and maintaining pupil attendance records using SIMS.

**Key Responsibilities**

- Monitor and manage the school's attendance email inbox, responding to and processing attendance related communications.
- Enter and update attendance codes accurately within the SIMS management information system.
- Add attendance notes and relevant flags to pupil attendance records in SIMS.
- Maintain accurate and confidential attendance records.
- Work closely with staff and parents to obtain and record attendance information.
- Support the school's attendance and safeguarding processes through the timely recording of attendance data.

**The successful candidate will have:**

- Excellent administrative and organisational skills.
- Strong attention to detail and accuracy.
- Good IT skills and the ability to learn new systems quickly.
- Experience of using SIMS (desirable, but not essential).
- The ability to handle sensitive information with discretion and confidentiality.
- Strong communication and interpersonal skills.

**What can ELA offer you?**

ELA offer a sector leading staff benefits offer alongside bespoke, high quality CPD programmes, cross-trust events, and exceptional opportunities for career development within our innovative family of schools.



**ELA staff benefits include:**

- Reduced contact time to enable professional development;
- EAP with access to counselling & physiotherapy;
- Health care cash plan;
- Paid annual family day;
- Extensive discount club access;
- Cycle to work schemes;
- Enhanced parental leave;
- Flexible work practices;
- Laptop & mobile phone payment plans;
- Generous annual leave allowance for support staff;
- Discounted gym membership for all staff.

**Closing date: Friday 30<sup>th</sup> October 2026**

**Interview date: Week commencing 2<sup>nd</sup> November 2026**

Details of our Trust and application forms are available via our website [Contact Us - Eastern Learning Alliance](#) (click on Vacancies and follow the links).

Please send a completed application form and covering letter to Alisa Serdiuchenko, Vista Academy Littleport, CB6 1EW or e-mail: [aserdiuchenko@Vista.tela.org.uk](mailto:aserdiuchenko@Vista.tela.org.uk).

Our Trust is committed to equal opportunities, to safeguarding and the promotion of the welfare of children, young people and vulnerable adults. All staff are expected to share this commitment and undergo the appropriate checks. All positions within the Trust are subject to enhanced DBS checks and satisfactory references. Only applications submitted on using the ELA application form will be accepted. We do not accept applications by CV.

Vista Academy Littleport Safeguarding and Child Protection Policy <https://vista.tela.org.uk/wp-content/uploads/2026/09/Vista-Academy-Littleport-Safeguarding-and-Child-Protection-Policy-September-26.pdf>

**All shortlisted applicants should expect to be called for interview no more than 5 working days after the closing date. If you have not heard from us by then you can expect that your application to be unsuccessful. Visits to the college are welcome.**

**Eastern Learning Alliance**

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