

# Candidate Application Pack



Admissions & Attendance Officer

Keys Meadow Primary School



[www.attigoacademytrust.co.uk](http://www.attigoacademytrust.co.uk)  
[www.keysmeadowprimary.co.uk](http://www.keysmeadowprimary.co.uk)



Attigo Academy Trust  
c/o Worcesters Primary School  
Goat Lane, Enfield, EN1 4UF  
Tel: 020 8363 7860  
[www.attigoacademytrust.co.uk](http://www.attigoacademytrust.co.uk)

Dear Candidate,

Thank you for your interest in the position of Admissions and Attendance Officer at Keys Meadow Primary School.

Please read through the Job Description and Person Specification for the role and complete the application form

Application forms should be submitted online via <https://enfieldjobs-edu.engageats.co.uk> by the closing date.

**Closing date:** Tuesday 17th May 2022 at 9:00am *(any applications received after this time will not be accepted)*

**Interviews will take place on Wednesday 25th May 2022**

We look forward to hearing from you.

Mandy Lawrence  
Headteacher  
Keys Meadow Primary School

***PLEASE NOTE WE DO NOT ACCEPT CVS***



## Attigo Academy Trust

### Purpose and Values

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community.

Our core values that are embraced by all academies within the Trust are:



- **Excellence** striving to achieve our best; promoting high aspirations; outstanding progress; not accepting excuses; high expectations; enriching curriculum and experiences
- **Community** children at the heart; working collaboratively as schools; embracing inclusion; committed to everyone's well-being; investors in community; working together locally and globally
- **Diversity** embracing uniqueness; maintaining each school's autonomy; celebrate diversity; value learners' personal and cultural identity; recognise and challenge unconscious bias; learn from and about each other

# What we can offer staff joining our Trust

## Founding Principles

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community. Below are some of the benefits of working for one of the schools in our Trust.

- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance – e.g. we have reviewed end of year reports for class teachers to write, reduced marking, set up work life balance groups, regular meetings for support staff and a well-being events.
- We provide all staff with opportunities to progress their career through training and development through national professional qualifications and training provided by the Trust. We are committed to support those who are new to teaching by adopting the Early Career Framework.
- We can offer support with taking additional qualifications if you want to pursue a career in teaching as we have strong links with '2 Schools Consortium' who offer school direct salaried, SCITT (school centred initial teacher training), Postgraduate Teaching Apprenticeship and Assessment only routes to qualified teacher status
- We provide opportunities to visit our partner school in Madrid where you can experience the Spanish culture and attend sessions to learn the language
- We have opportunities for working across the Academy through observing practice, year group meetings, moderation events and visits
- We provide positive environments to work in where staff well-being is a priority
- Some of our schools have additional provision with breakfast and after school clubs. If your child attends one of the schools in the Trust, they are given priority if a place is required. If you work in the school where your child attends this additional provision, you may also qualify for a staff discount
- 3 of our schools have 2-year-old provision where staff members are prioritised for a place
- If you are a member of staff, then you can apply for a place at any one of the schools in our Trust for a place as this is classified as a staff member application
- We are developing expertise across the Trust through our School Improvement Strategy. We appointed a Music Lead to work across the Trust and there is more joint working planned.
- We have long standing creative partners such as the aerial theatre company Scarabeus, offering high quality and unique CPD opportunities.
- All of our schools have access to the rail network and if you drive each school has secure car parking facilities
- Access to the Local Authority ECTs training programme (worth £4,000 per ECT)

**Job Description**  
**Admissions and Attendance Officer**  
**Scale 4**



**Responsible to:** Headteacher

**Purpose of post**

- To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive at the school.
- To promote and monitor outstanding attendance for pupils in the school.
- To manage the admissions process for all children joining the school.
- To provide administrative support for the school.
- To contribute to raising achievement by improving school attendance and punctuality.
- To promote positive attitudes from students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To contribute to the overall aims of the school and meet the needs of the children, families and other professionals.

**KEY RESPONSIBILITIES**

**Admissions:**

- To oversee the school's admission arrangements and liaise with the Local Authority with regards to spaces and new admissions.
- To arrange and carry out admission interviews for new families in line with school procedures and contact previous educational settings for statutory information.
- To provide Early Years staff with contact information and relevant paperwork so that they can carry out an induction and home visits as necessary.
- To input pupil admission data and undertake migration of data as necessary for the whole school, using the school MIS system.
- To produce and disseminate information for staff on classes, year groups and cohorts of pupils.
- To liaise with the pastoral team as necessary to ensure all pupils with additional needs are supported.
- To promote the provision of our Early Years setting to ensure maximum and to co-ordinate with the Assistant Head for EYFS on open days and school meetings.
- To complete and submit LA and DFE Returns including Census returns.
- To complete all necessary contacts, records and administration for 30 hours pupils.
- To follow procedures with regards to recording Rising 3's, Terrific Two's and 30 hours Nursery numbers on the LA portal to ensure that the school receives the correct funding.
- To liaise with the Assistant Head for KS2 to ensure relevant information is given to parents of Year 6 pupils at the appropriate times to assist with Secondary Transfer Applications.

**Attendance:**

- Inform parents about the need to ensure the regular and punctual attendance of pupils.
- Respond promptly to issues which may lead to non-attendance.
- Monitor individual attendance on a daily basis where concerns have been raised.
- Include information about attendance trends and class percentages in the newsletter as appropriate.
- Ensure prompt follow-up on unexplained absences (first day calling).
- Ensure registers are accurate.
- Process and follow up holiday requests.
- Monitor trends in authorised and unauthorised absence and collate percentages.
- Act as a point of contact for teaching and non-teaching staff where concerns need to be raised or advice sought.
- Liaise with other professionals to determine potential sources of difficulties and reasons for absence.

**Job Description**  
**Admissions and Attendance Officer**  
**Scale 4**



- Generate warning letters to parents.
- Liaise regularly with Education Welfare Service (EWS) and make referrals as appropriate.
- Ensure that the attendance policy is followed and that the actions from EWS meetings are carried out.
- Liaise, meet and discuss issues relating to attendance with parents.
- Notify (in consultation with the Headteacher) the EWS of the need for a Fixed Penalty Notice and provide support with prosecution.
- Ensure procedures for class and individual rewards for good attendance are followed.
- Regularly report to the Senior Leadership Team on attendance issues and children causing concern within each phase.
- Work with individuals or groups of children to encourage excellent attendance at school.

**Reception Duties:**

- To ensure that all visitors are welcomed to the school in a professional way and that the school's security procedures are adhered to at all times.
- To be a shared point of contact for the school via the Office window, telephone or any other method of communication and perform reception duties in a professional, friendly and efficient way.
- To offer friendly, helpful, approachable and courteous service at all times and take appropriate action on own initiative, resolving minor matters and referring more serious matters on to the appropriate members of staff.
- To ensure that visitors are suitably looked after during their visit to school, including arranging refreshments when necessary.
- To ensure that all messages are accurately recorded and communicated using the school procedures.
- To ensure that all information is treated confidentially and to maintain absolute discretion at all times.

**Other Responsibilities:**

- Take responsibility for own professional development by seeking opportunities and attending relevant training.
- To be aware of and comply with all Safeguarding policies and procedures.
- Be committed to the school aims and values and contribute to the wider life of the school.
- Be willing to undertake first aid training and provide first aid to staff and pupils as required.
- Ensure that the duties of the post are undertaken with due regard of the Health and Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Leadership Team within the scope of this post.

An enhanced DBS clearance will be required for this post.

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.*

**Person Specification / Selection Criteria**  
**Admissions and Attendance Officer**  
**Scale 4**



We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

Criteria	Essential	Desirable
<b>Qualifications</b>		
GCSE or equivalent in English and mathematics	✓	
Qualification that is relevant to the role		✓
Demonstration of an ongoing commitment to your own professional development	✓	
<b>Experience</b>		
Experience of working within an office environment	✓	
Experience of working within a school setting		✓
Experience of school admissions and/or attendance		✓
Experience of working in a team	✓	
<b>Professional Knowledge and Understanding</b>		
Ability to maintain management information systems	✓	
Experience of using desk top publishing, databases, spreadsheets and general word processing programmes	✓	
Experience of using IT to produce a range of documentation	✓	
<b>Professional Skills and Abilities</b>		
Ability to communicate effectively and sensitively with colleagues, pupils, parents and governors	✓	
Ability to work as part of a team and independently	✓	
Ability to prioritise workload and work to deadlines	✓	
Excellent organisational and time management skills	✓	
An understanding of the importance confidentiality	✓	
<b>Personal Qualities</b>		
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
A personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

### SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.