

## Admissions & Attendance Officer



**WEXHAM COURT  
PRIMARY  
SCHOOL**

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## Vision

*Preparing every child to become a successful individual in an ever evolving world.*



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## Values



**BUILD  
BELONGING**



**STRIVE FOR  
EXCELLENCE**



**DO THE  
RIGHT THING**

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## Behaviour Code



**READY**



**RESPECTFUL**



**SAFE**

## Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in the position of Learning Support Assistant at Wexham Court Primary. I believe that this school is like no other. Over the last few years, we have worked together to define what education means to us, what our environment should look and feel like. As such, our school vision and values are underpinned by our guiding principle:

***Ubuntu – I am, because you are.***

This means that we are bonded together and working as a team for the betterment of all.

We are a forward thinking and innovative school, trying to embrace 21<sup>st</sup> century learning styles. As a school community, we are very open minded and ready to embrace new and exciting challenges together. We are an inclusive school, where staff must be prepared to analyse and have challenged their bias, prejudice and attitudes.

Our SLT Credo:

***We are responsible for the growth and development of our children. They deserve our best efforts and attention. By developing supporting our teachers and nurturing our parents, we believe we can have the greatest impact on our children.***

As an SLT we feel that we can best help children by ensuring their teachers are highly skilled and prepared to teach without distraction or unnecessary loads. The biggest difference to teaching and learning is the expertise of staff. Therefore, professional development is ongoing and delivered through our Professional Learning Communities (PLCs). These are led by knowledgeable staff members with the aim to upskill everyone. We wish to recruit a practitioner who is ambitious, keen to learn and values our vision.

Finally, our children love school! In the morning they come running in, always smiling as they greet you. Behaviour is excellent because we know our children well and they would never want to let us down.

I am very proud of our school community. Through the last few years, they have risen to every occasion. I could not be more grateful for their commitment and determination. Come and speak to them and get the answers you need. All we require is good morals, a willingness to learn and the ability to work in a team. The rest we can work out.

I look forward to hearing from you soon.

Navroop Mehat and the WCPS team.

## Here are a few comments from our Teachers...

'At Wexham, the children are the best bit - keen to learn and welcoming to all. There are always opportunities to develop yourself professionally and I feel Wexham has massively supported my journey through middle leadership'

*Miss H Brian*



'A diverse School with friendly colleagues and wonderful children. It provides great CPD to support our practice, enabling us to provide the best education to our students. The School has supported me since my training year until now, and I am excited to continue my journey with the Wexham team!'

*Miss K Kobayashi*

'Wexham Court is a diverse, welcoming and supportive School where everyone is valued and respected. Navroop and SLT are continuously supporting Teachers to progress in their careers whether it's the start of their journey as an ECT or a qualified teacher.

Whilst being an ECT at Wexham, I received excellent support and direction to be able to provide quality teaching and enhance my own development. I have received excellent CPD and the opportunity to observe high quality teaching'.

*Miss A Rehman*



## Welcome from the Pupils

### Welcome to Wonderful Wexham Court!

We are delighted to give you the opportunity to work here. We are a School that has core values that are at the heart of everything we do.

The staff here are encouraging, inspiring, good listeners and fun. Are you a Learning Support Assistant who:

- Can plan fun and enjoyable activities?
- Can help accelerate our learners' progress?
- Can create fun and engaging displays?
- Listen when we need your help?
- Has a good sense of humour?
- Gives us good and helpful feedback?
- Has a love for reading?

In return we promise to give you:

- Well behaved and engaged learners
- Fresh fruit and vegetables
- Amazing teacher friends
- Lots of laughs
- A big, clean classroom
- Lots of tea and coffee!

We love coming to Wexham Court Primary School. There's always so much going on. We have a modern curriculum, which includes Enquiry. This helps us to explore topics in a fun way. Community work is important to us as we love to support local charities.

Come and meet us so we can share our School, we know you will love it too!

### The Prefects



## About Wexham Court Primary School

### Our history:

- The school used to be a double Saxon Moat, and the evidence of the moat still remains.
- The school used to be a Medieval Farm that dates back to the 13<sup>th</sup> century.
- The schools name is based on the manor house, home farm and church that were all part of the moated complex, known as Wexham Court Estate.
- We have oak trees that were planted in the 18<sup>th</sup> century.
- There used to be a post office on site, which fell down 20 years ago
- The site has a poly tunnel and various raised beds, in which all pupils grow their own produce. This is later served in the canteen or entered into the Stoke Poges Horticultural Show; which we have won for the last 7 years!
- The school used to be a middle school.

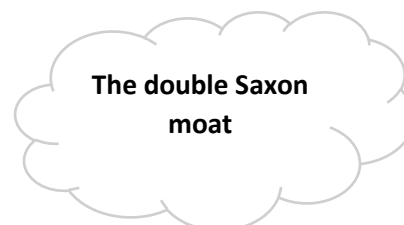
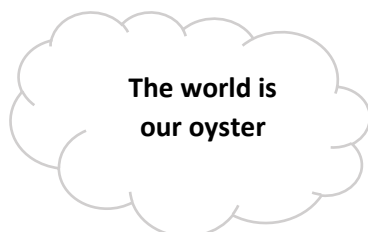
### Our Present

- Professional development is ongoing. We use evidence-based research to only do the things that work and matter.
- The listed Barn has been renovated and is now an exhibition site, regularly used by the children for various activities, including cooking the produce they harvest in the poly tunnel
- We run national training events at the Barn
- We are a Microsoft school and embrace technology everywhere
- We value the arts, all children learn instruments, Spanish and have expert art experiences
- Health is vital, our children eat well, skip daily, have an outdoor gym, MUGA and sports coach
- Our curriculum is well sequenced, coherent and scaffolded to support all pupils
- Work life balance – we have a strong culture of support! We work hard at school and home life is for living. Our staff do not take work home, and meetings after school are rare! Our staff are happy and satisfied because they are looked after and valued.

### Our future

Our future is exciting. Be a part of it.

**The school badge reflects our school's evolution:**



## PLCs at Wexham Court Primary School

### Why

The children at Wexham Court deserve the very best teaching, school environment and nurture. To create these conditions, we value high quality, evidence-based CPD for our staff. Developing teacher expertise is the most effective way to influence outcomes for children.



### How

We focus on developing teachers' mental models of effective teaching by sharing concepts and evidence-based approaches. We have a community of staff engaged in collaborative enquiry to solve educational problems. PLCs are aligned to our strategic priorities as part of our implementation plans.

### What

#### C21

- Curriculum intent, implementation and impact
- Curriculum leadership
- Assessment
- How children learn



#### Inclusive not exclusive

- Understanding disadvantage and its barriers
- Supporting children with SEND



#### Building conversations

- Ensuring great behaviour
- Understanding motivation



#### R2Y1

- Preparing children for Year 1
- Developing effective early years practice
- Preparing for early years reforms



#### Right and relevant

- Celebrating diversity
- Striving for equality
- Ensuring children understand identity





## Our Partnerships

We believe in partnership work and as such we support these through training and school to school support.

Some of our partners and awards are:



## Admissions and Attendance Officer

|                    |                                 |
|--------------------|---------------------------------|
| <b>Position:</b>   | Admissions & Attendance Officer |
| <b>Start Date:</b> | September 2024                  |
| <b>Location:</b>   | Berkshire                       |
| <b>Contract:</b>   | Permanent, full-time            |
| <b>Salary:</b>     | Level 4, SCP 8 - £25,741        |

**“Preparing each child to be individually successful in an ever-evolving world.”**

We believe our children deserve the absolute best every single day. Through our highly competent administrative team, we are able to support our parents, teachers and community. This role requires excellent people skills, a sound grasp of SIMs, an ability to carry out the admissions and attendance procedures, alongside other administrative tasks.

### We offer:

- Comprehensive induction package.
- Excellent professional development.
- A well developed, enjoyable, and relevant curriculum.
- Behaviour and attitudes of pupils and staff are excellent.
- Support and progression as needed.

### About You:

- You must have outstanding organisational skills.
- Ability to use SIMs, Microsoft Office and other web based software.
- You must have prior experience of how to carry out the admissions process.
- Ability to work to a deadline, and in particular during times of pressure.
- Have excellent administrative skills both written and orally and an excellent telephone manner.
- Have attention to detail for data entry and ability to work under pressure.
- Always maintain confidentiality and a high standard of professionalism.
- Have a proven track record in a similar role.

**Find out more:** Contact our HR Lead, Attia Mian at: [amian@wexhamprimary.com](mailto:amian@wexhamprimary.com) or 01753 524 533/989 or visit our Twitter page @wexham PS, or our website: [www.wexhamprimary.com](http://www.wexhamprimary.com)

**Key dates to be mindful of:** Deadline for applications **Thursday 19<sup>th</sup> September @ 5pm**. Interviews will take place upon shortlisting.

*We are a friendly and caring school that is committed to safeguarding and promoting the welfare of children.*

## Job Description – Admissions & Attendance Officer

**1. DESCRIPTION: Wexham Court Primary School**

**1.1 Post Title: Admissions & Attendance Officer**

### **1.2 MAIN PURPOSE OF JOB**

**To raise levels of attendance in school and coordinate pupil admissions for the school.**

### **1.3 MAIN ACCOUNTABILITIES**

#### **Attendance**

- a. Maintain an accurate administrative systems and procedures in order to support the school in informing managers in relation to attendance.
- b. Ensure the accuracy of the data through input and retrieval of information electronically (e.g., attendance, punctuality and accuracy of registers).
- c. Produce registers and monitors leave of absence, liaising with Attendance Officers.
- d. Present graphs and charts for attendance analysis using SIMS data.
- e. Maintain the pupil attendance tracking system.
- f. Produce attendance reports for distribution to parents.
- g. Complete any LA related assessment reports and returns to laid down deadlines.
- h. Be committed to learn new skills and CPD. Advises other staff on the creation of new SIMS reports.

#### **Admissions**

- a. Ensure effective operational functions within the school office including providing cover for absent colleagues.
- b. Be responsible for confidential administrative tasks.
- c. Ensure regular communications regarding admissions between school and parents are forthcoming and informative.
- d. Regularly update information on the school's database including academic information and changes to personal information.
- e. Undertake administrative work for teaching staff where necessary.
- f. Attend meetings.
- g. Delegate duties to appropriate staff.
- h. Be committed to learn new skills and CPD.

#### **Other**

- a. To perform any other duties which reasonably fall within the responsibility area of the post, which may be allocated by the Head Teacher after consultation with the post holder
- b. During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the school or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.
- c. During the course of your employment
- d. you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.
- e. In accordance with the school's commitment to comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are directed by the Head Teacher, commensurate with the grade of the post.

### Person Specification – Admissions & Attendance Officer

| Competency                        |     | Attributes – Child Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills                                                                                                                                                                                                                | Essential/Desirable |
|-----------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Experience &amp; Knowledge</b> | 1.1 | Office/Admin experience of minimum 3 years.                                                                                                                                                                                                                                                                                  | Essential           |
|                                   | 1.2 | Use of SIMs system.                                                                                                                                                                                                                                                                                                          | Essential           |
|                                   | 1.3 | Ability to input data accurately and in a timely manner.                                                                                                                                                                                                                                                                     | Essential           |
|                                   | 1.4 | Knowledge of child protection procedures.                                                                                                                                                                                                                                                                                    | Essential           |
|                                   | 1.5 | Experience of working in school environment.                                                                                                                                                                                                                                                                                 | Desirable           |
|                                   | 1.6 | Knowledge of school census.                                                                                                                                                                                                                                                                                                  | Desirable           |
|                                   | 1.7 | Knowledge of school's admissions criteria.                                                                                                                                                                                                                                                                                   | Essential           |
|                                   | 1.8 | Knowledge of school's/LA attendance procedures.                                                                                                                                                                                                                                                                              | Desirable           |
|                                   | 1.9 | Ability to lead others.                                                                                                                                                                                                                                                                                                      | Desirable           |
| <b>Skills/ Abilities</b>          | 2.1 | ICT skills to include good maintenance skills especially information retrieval.                                                                                                                                                                                                                                              | Essential           |
|                                   | 2.2 | Good verbal and written communication skills.                                                                                                                                                                                                                                                                                | Essential           |
|                                   | 2.3 | Ability to analyse data and advise on results.                                                                                                                                                                                                                                                                               | Essential           |
|                                   | 2.4 | Ability to work on own initiative.                                                                                                                                                                                                                                                                                           | Essential           |
|                                   | 2.5 | Ability to work to a deadline.                                                                                                                                                                                                                                                                                               | Essential           |
|                                   | 2.6 | Liaising with external companies/agencies.                                                                                                                                                                                                                                                                                   | Essential           |
|                                   | 2.7 | Writing reports to management                                                                                                                                                                                                                                                                                                | Essential           |
| <b>Qualification</b>              | 4.1 | GCSE – Level C in English and Maths, or equivalent.                                                                                                                                                                                                                                                                          | Essential           |
|                                   | 4.2 | SIMs or similar package.                                                                                                                                                                                                                                                                                                     | Essential           |
|                                   | 4.3 | ICT based qualification or willingness to work towards.                                                                                                                                                                                                                                                                      | Desirable           |
|                                   | 4.4 | Willing to undertake continuing professional development training.<br><br>The school is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers to share this commitment. Safeguarding training and qualifications are compulsory for all teaching staff. | Essential           |

## How to Apply:



<https://www.tes.com/jobs/>



[www.wexhamprimary.com](http://www.wexhamprimary.com)



Request an application form from [amian@wexhamprimary.com](mailto:amian@wexhamprimary.com)

## Dates:



Closing date for applications: Thursday 19<sup>th</sup> September at 5pm.



Interviews: candidates will be interviewed upon shortlisting

**References:** If you are selected for interview, references will be requested prior to interview. Please ensure your referees are aware of our timescales.