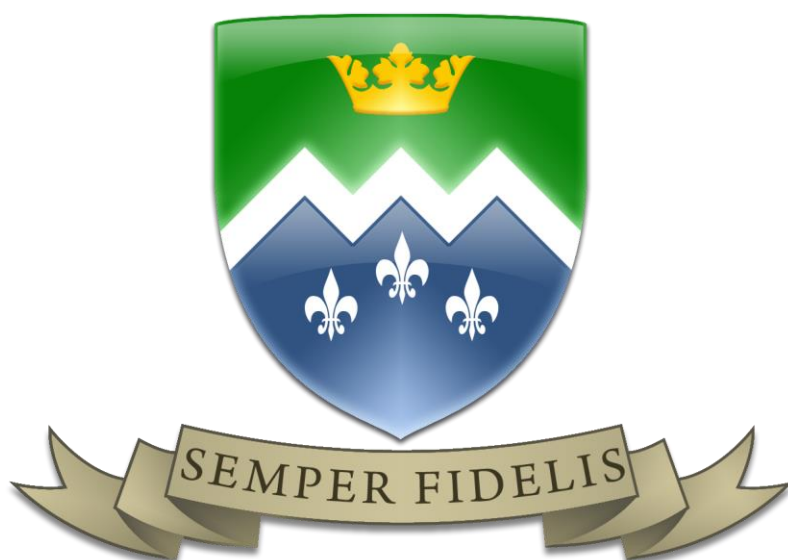


ST MARY'S CATHOLIC ACADEMY

Attendance
Admin Assistant

Application
Pack



Closing Date:
Monday 1st July 2024 – 9am

Shortlisting Date:
Wednesday 3rd July 2024

Interview Date:
w/c Monday 8th July 2024



Welcome to St Mary's Catholic Academy

Thank you for considering St. Mary's Catholic Academy for the next stage in your career. We are seeking to appoint a talented Admin Assistant to support our attendance team at St Mary's. The role is offered as a permanent, term time only post for 37 hours per week, to commence in September 2024. We are willing to consider part time options. This would be a fantastic opportunity to develop your administrative and customer service skills. Further details of the post are outlined in this information pack.

Applications must be sent electronically to admin@st-mary.blackpool.sch.uk by 9am on Monday 1st July 2024.

St Mary's is a highly regarded oversubscribed Catholic Academy in Blackpool in the Diocese of Lancaster. The school is very much a Catholic family where everyone works together to support and challenge one another to be the best they can be.

Our Catholic Ethos founded on the hallmarks of:

Catholic

Caring

Community

Challenge

is key to our success. Students and staff are all encouraged, as our mission statement states, to grow in wisdom, understanding, self-esteem and closeness to God. Many of our staff and students are Catholic or Christian, we are joined by a number of staff and students who aren't, anyone is welcome to be part of our family as long as they are willing to support and contribute to the ethos and success of the Academy.

As Head Teacher, I believe that a happy, highly trained and well supported staff is the key to our success. Staff at St Mary's receive a full induction programme and access our outstanding weekly professional development.

Welcome to St Mary's Catholic Academy

Staff wellbeing is also a key part of our success as a school. A hard-working staff should be well supported and cared for to allow them to meet the demands made of teachers in a modern context. Staff are able to take advantage of the Schools Advisory Service Wellbeing package which offers access to Counselling, 24 hour GP helpline, Health advice and support, Physiotherapy advice and a range of other services. A well-resourced support team of IT technicians, admin staff, chaplaincy staff and site staff work hard to make sure the Academy runs smoothly and that teaching staff are well supported to focus on our core business of teaching. Workload issues are regularly discussed with our staff committee and policies around marking, assessment, reporting and home work are carefully designed to try and manage the workload for staff. An email protocol ensures staff are not disturbed by emails in an evening and small gestures like tea, coffee and biscuits served by our amazing housekeepers, free access to the school fitness suite; free annual flu jabs; a car valet service and regular staff social events all help to make our Academy and Trust a rewarding place to work. All of this work takes place in state of the art facilities. St Mary's was lucky enough to benefit from a 22.5 million point partial rebuild and refurbishment, we are so lucky to work in one of the best school building in the region.

Staff retention is high at St Mary's because staff are valued and in return work hard to ensure our students achieve the best possibly outcomes. If what you have read so far is exciting and you feel that St Mary's is a community in which you will thrive and make a positive contribution to our ethos and journey, then we would love to receive your application. You will find more information about St Mary's and information specific to this role and the application process in the rest of this document. You can also find further information out about the Academy on our website.

Yours faithfully,



Mr. Simon Eccles

Headteacher

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Attendance Admin Assistant at St. Mary's Catholic Academy. St. Mary's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

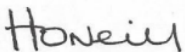
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

What others say about St. Mary's

OFSTED

A full Ofsted Inspection of St Mary's in May 2022 was extremely positive and confirmed that St Mary's Catholic Academy continues to be good in all areas. Inspectors noted in relation to curriculum that: "Leaders have ensured that pupils follow a suitably ambitious curriculum. Pupils achieve well overall. This includes pupils with special educational needs and/or disabilities (SEND) and disadvantaged pupils. Students in the sixth form receive an especially strong quality of education." They were also pleased to see in relation to behaviour that: "Pupils behave well in lessons and around the school. They are polite and well mannered. They enjoy positive relationships with one another." We were pleased that inspectors noted the strength of personal development: "Pupils benefit from a strong programme of personal development. This includes age appropriate relationships and sex education and health education. Pupils learn about other cultures and beliefs. Teachers prepare pupils well for life in modern Britain." and our focus on the well-being and development of staff: "Leaders are passionate about supporting the well-being of staff. They put a strong emphasis on professional development, including research. They care for their staff. Teachers appreciate the efforts made by leaders to reduce their workload. Staff enjoy working at the school."

You can read full copy of the report here: <https://files.ofsted.gov.uk/v1/file/50187176>

Diocesan Section 48 inspection

Our Diocesan Inspection Report in October 2023 graded us as "Good". The Academy was graded as "Outstanding" for Catholic life and mission and for Collective worship. A copy of the full report is available on the Academy website. Some of the inspector's findings were:

- The school has exceptionally high standards of pastoral care and support for its students. Through the extensive range of services, student welfare is given the highest priority.
- Provision for chaplaincy, as well as the impact this team make on the lives of the students and staff, in and beyond the school is outstanding.
- Sixth form core religious education is very strong and strengthens the distinctive offer to Catholic students.
- The headteacher, leadership team, governors and trust board show a great dedication to the development of St Mary's as an inclusive and caring school. The highest priority is given to Christian formation and academic success.
- A very strong commitment to Catholic social teaching is evident throughout this community and students proactively engage in charity work.
- The strong sense of community is a defining characteristic and visitors often remark on the warm and inclusive atmosphere, extending to individuals of all faith backgrounds, making them feel part of the Catholic community.

Trust Schools



Christ the King
Catholic Academy



St Kentigern's
Catholic Primary
School



Holy Family Catholic
Primary School



St Mary's
Catholic Academy



Our Lady of the
Assumption Catholic
Primary School



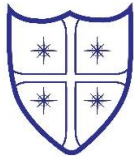
St Mary's Catholic
Primary School



Sacred Heart
Catholic Primary
School



St Teresa's Catholic
Primary School



St Cuthbert's
Catholic Academy



St William's Catholic
Primary School

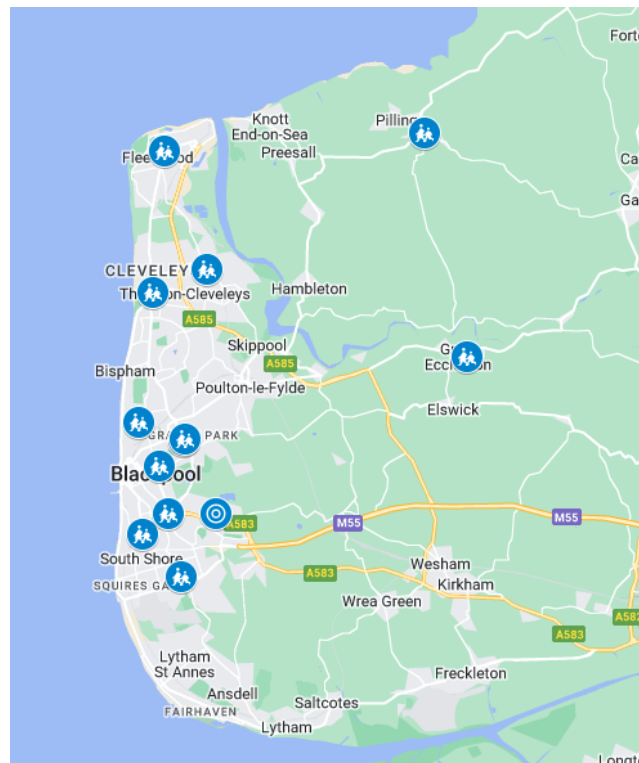
Care - Courtesy - Concern



St John Vianney
Catholic
Primary School



St Wulstan's &
St Edmund's Catholic
Primary School



How to apply

Application process:

Candidates should complete a CES application form (attached to the advert on the Academy website: <https://www.st-mary.blackpool.sch.uk/recruitment-homepage/>) and a letter of application, the details of which can be found below. Please do not include a CV as this will not be considered as part of the process.

Evidence will be drawn from:

- Letter in support of application.
- Application Form.
- Task.
- Response to questions during interview.
- References.

Letter of application should:

- Be clear, concise and well presented.
- Demonstrate how you meet the person specification.
- Describe how you think your experience and this role will support the attendance team at St Mary's.
- Be no more than two sides of A4 in length.

Your application should be addressed to the Headteacher, Mr. S. Eccles and can be submitted electronically to admin@st-mary.blackpool.sch.uk

We will acknowledge receipt of your application.

Closing date for applications:	Monday 1 st July 2024 - 9am
Shortlisting date:	Wednesday 3 rd July 2024
Interview dates:	Week commencing Monday 8 th July 2024

Post Details:

Grade: B - NJC scale point range 3 to 4

Salary: £19,116.00 - £19,433.00 actual pro-rata salary (pay award pending)

Contract: Permanent, term time only

Hours: 37 per week. 8am - 4pm Monday to Thursday, 8am - 3.30pm Friday with a 30 minute lunch each day. Part time and flexible hours can be discussed.

Start Date: 1st September 2024

Information for candidates

The admin team consists of:

<i>Name</i>	<i>Position</i>
Mrs Helen Holden	Academy Operations Manager
Mrs Deborah Papa	Office lead Admin Assistant
Miss Julie Caton	Exam/Data Admin Assistant
Miss Sian Ellis	Headteacher's PA
Mrs Heather Flook	Attendance and Pastoral Officer
Mrs Gill Jones	Admin Assistant (part-time)
Mrs Sharon Roberts	Admin Assistant (part-time)
Mrs Caroline Glover	Admin Assistant
Mrs Emma Steele	Receptionist
Vacancy	Attendance Admin Assistant

Line managed by the Attendance and Pastoral Officer, the role of Attendance Admin Assistant involves supporting the work of our Attendance and Pastoral Team. The Attendance Admin Assistant works as part of the Attendance Team led by Heather Flook and line managed by the Deputy Headteacher.

This post is subject to:

- The CES (Catholic Education Service) form of contract,
- To DBS (Disclosure and Barring Service) formerly the CRB,
- Medical clearance and
- Verification of your qualifications and National Insurance number.

Person Specification

Attendance Admin Assistant

Knowledge/Skills

- Ability to relate well and develop positive relationships with adults and students.
- Ability to work constructively as part of a team and to show individual initiative.
- Ability to manage competing priorities on a daily basis.

Experience

- Experience of general administrative duties is desirable but not essential.

Attitude / Approach

- A calm, professional manner and a good sense of humour is essential.
- A willingness to be part of the whole school and to contribute to its ethos.
- Flexibility, reliability and honesty.
- An excellent attendance and punctuality record. (Please note that excellent attendance is considered to be 95% attendance over the past two years. Directors will take note of one-off illnesses/absences and individual circumstances).

Job Description

JOB DESCRIPTION: ATTENDANCE ADMIN ASSISTANT
RESPONSIBLE TO: ACADEMY OPERATIONS MANAGER

The Academy's Attendance Team staff provide a high quality support service to our pastoral and attendance staff, which is essential to promoting good attendance and punctuality and to the efficient running of the Academy.

Key Outcomes:

1. A caring, Catholic ethos built on high quality relationships.
2. A well run attendance support team.
3. Outstanding student attendance data.

Purpose of the role (job statement)

To be responsible for the administration of attendance data, including first day contact with parents/carers.

Key Duties:

1. Responsible for the school's electronic attendance database, including maintaining and monitoring the attendance records/absences in line with legislation and regulations
2. Undertake first day contact of parents / carers with need for some initiative in relation to follow up actions.
3. Liaise with other staff regarding persistent absentees: follow through incomplete registrations and reasons for absence
4. Produce lists, information and run reports relating to attendance data, as requested
5. Compile and maintain the school's attendance data profile, including reasons for absence, and vulnerable groups at risk of absence, on behalf of the senior leadership team and governing body
6. Produce annual returns for central and local government.
7. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Act as first point of contact for pupils who arrive late at school
2. Produce literature to promote attendance at school.

Indicative knowledge, skills and experience

- Current knowledge/ skills equivalent to national qualifications level 2 or equivalent experience
- Knowledge and understanding of relevant information systems and how to run reports.
- Skills to communicate with parents / carers and other staff in order to ascertain reasons for absence / lateness.

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

