



**Attendance Administration Assistant**  
**September 2024**





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH  
Telephone: (01482) 342229 Fax: (01482) 346817  
Email: [info@kelvinhall.net](mailto:info@kelvinhall.net) Twitter: @kelvinhall\_hull [www.kelvinhall.net](http://www.kelvinhall.net)  
Executive Headteacher (Thrive Trust): Mr P Cavanagh  
Head of School: Mr C Leng  
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy and Mr J Shaw

## Welcome letter from the Executive Headteacher and Head of School

Dear Applicant,

Thank you for enquiring about the position of Attendance Administration Assistant at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue to move forward with our period of growth over the next 12 months.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 330 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Head of School, Mr Chris Leng**; [info@kelvinhall.net](mailto:info@kelvinhall.net) or contact the school on 01482 342229.

Yours faithfully

Pat Cavanagh  
Executive Headteacher and  
Trust Secondary Development Lead

Chris Leng  
Head of School





## Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.



# Senior Leadership Team



**Executive  
Headteacher and  
School Development  
Lead (Secondary)**

**Mr Cavanagh**

## Head of School



**Mr Leng**  
Head of School

## Deputy Headteachers



**Mrs Grandidge**  
Deputy Headteacher & DSL

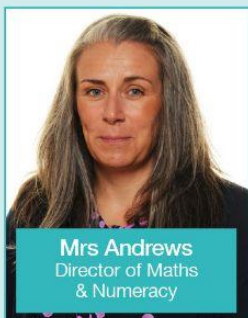


**Mrs Piercy**  
Deputy Headteacher



**Mr Shaw**  
Deputy Headteacher

## Assistant Headteachers



**Mrs Andrews**  
Director of Maths  
& Numeracy



**Ms Dawes**  
Director of Performing,  
Creating & Computing



**Mrs Graham**  
Director of  
Inclusion and SEN



**Mr Suddaby**  
Director of Culture  
& Behaviour



**Mrs Keddy**  
Senior Director of  
Teaching & Learning



**Miss Mills**  
Director of English  
& Literacy



**Mrs Russell**  
Director of Humanities  
& MFL



**Miss Sansam**  
Director of Science  
& Technology





**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



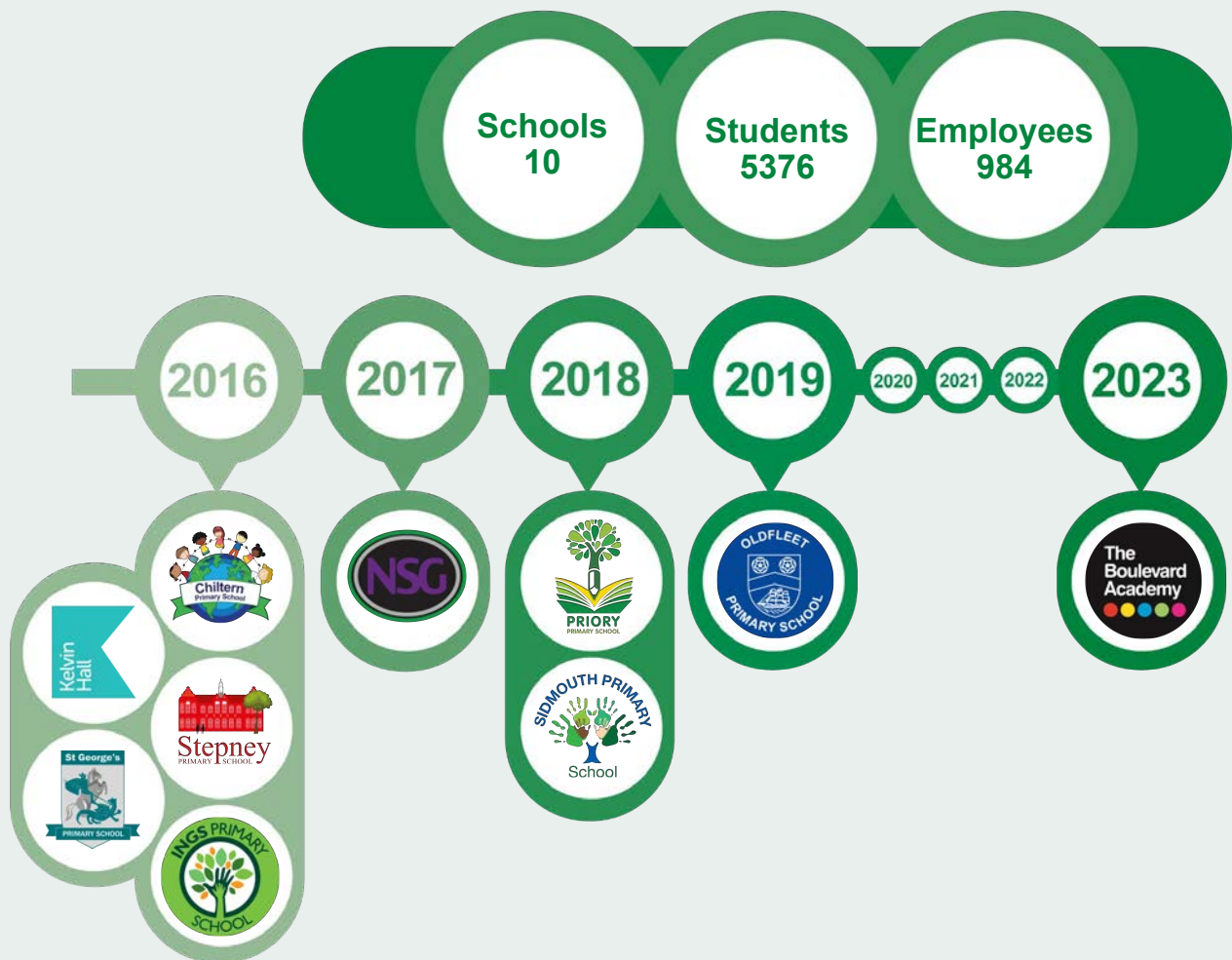
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...

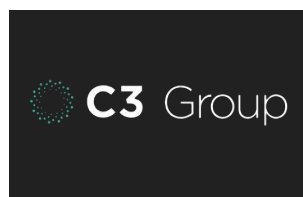


## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Attendance Administration Assistant**  
**Grade 4, Scp 5 - 7 (£21,295 - £21,977 actual salary)**  
**37 hours per week, term time only plus 5 training days**  
**Monday to Thursday 8am to 4pm, Friday 8am to 3.30pm, (30 minutes unpaid lunch break)**  
**Permanent**  
**To Start September 2024**

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

Required to start as soon as possible, an Attendance Administration Assistant to support the school's Attendance Welfare Co-ordinator and the team. This is an exciting opportunity for a professional, and highly organised individual. You will possess excellent communication skills and work closely with parents/carers and the school pastoral team to promote excellent attendance and reduce levels of absence, ensuring attendance data is maintained accurately and is checked daily for the safety of all students. We are looking for someone who believes in building strong relationships with students and families and is willing to go the extra mile to support them in being successful both in and outside of school.

**Closing date: Friday 13th September 2024, 12 noon**

**Interviews: TBC**

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



# Job Description

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Post Title</b>   | Attendance Administration Assistant |
| <b>Grade</b>        | 4                                   |
| <b>Location</b>     | Kelvin Hall School                  |
| <b>Reporting to</b> | Attendance Welfare Officer          |

## Key Responsibilities

- To promote and safeguard the welfare of children and young people.
- Under the supervision of the Attendance Welfare Officer, provide an efficient and effective attendance system which aims to improve attendance by promoting all initiatives related to contacting families on the first day of absence, and advising appropriate staff on the outcomes.
- Under the supervision of the Attendance Welfare Officer, arrange and attend meetings with parents/carers at school or at home as necessary to develop and implement plans and discuss issues of concern.
- To be responsible for the monitoring of all attendance registers within the school and the production of related statistics/graphs for the Local Authority, Senior Leadership Team and other key staff.
- To check registers on a daily basis and follow up incomplete registers with the teachers responsible.
- To monitor the attendance of lessons throughout the day using SIMS lesson monitor.
- To assist in improving attendance by contacting families on the first day of absence by either telephone or the school's text messaging service. To deal with messages accordingly and check voicemails.
- To record pupils that are late and to notify parents accordingly and to organise lunchtime detentions with the appropriate Pastoral Year Leader.
- To be responsible for the monitoring of the school's text messaging system. To monitor rejected messages and invalid contact numbers and send letters accordingly. Also to use the text messaging system to communicate important and urgent messages to parents.
- To identify pupils whose attendance is showing signs of deterioration of their sickness is following a particular pattern and refer to the appropriate Pastoral Year Leader.
- To deal with the student services reception which may involve dealing with student sickness and relaying messages from parents to pupils.
- Any other duties of a similar nature and level of responsibility as requested by the Attendance Welfare Officer, Senior Leadership Team or Headteacher.
- Ensure the safe disposal of confidential waste.
- Carry out all duties in the strictest confidence and in compliance with the General Data Protection Regulation (GDPR).
- To carry out your duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.



|  |   |
|--|---|
| <b>Responsibility for Staff:</b>                       | N/a   |
| <b>Responsibility for Customers/Clients:</b>           | Provide guidance and support to parents and students with regard to student attendance and/or punctuality |
| <b>Responsibility for Budgets/Financial resources:</b> | N/a   |
| <b>Responsibility for Physical Resources:</b>          | Responsible for the day to day running of the text messaging service                                      |

|  |  | <b>E</b> | <b>D</b> | <b>How Identified</b>         |
|--|--|----------|----------|-------------------------------|
| <b>Qualifications</b>                    | Grade 4 or above (or equivalent) in English and Maths  | ✓        |          | Certificates                  |
|  | NVQ Level 2 or equivalent in Business or Administration or relevant subject  |          | ✓        | Certificates                  |
| <b>Experience &amp; Knowledge</b>        | Experience of working in an education environment  |          | ✓        | Application Form              |
|  | Experience of working in a general administrative setting  | ✓        |          |                               |
|  | Knowledge of school attendance issues  |          | ✓        | Interview                     |
|  | Awareness of the importance of confidentiality   | ✓        |          | References                    |
|  | Knowledge of relevant policies, codes of practice and an awareness of relevant legislation   |          | ✓        |                               |
| <b>Training</b>                          | To be prepared to undertake relevant and statutory school training   | ✓        |          | Application Form<br>Interview |
|  | Commitment to continued professional development   | ✓        |          |                               |
| <b>Skills/Attributes</b>                 | Motivation to work with children and young people  | ✓        |          |                               |
|  | Ability to form and maintain appropriate relationships and personal boundaries with children and young people  | ✓        |          |                               |
|  | Ability to work under pressure, independently and use own initiative   | ✓        |          |                               |
|  | An accurate and well organised approach to work and the ability to work towards deadlines  | ✓        |          |                               |
|  | Excellent oral and written communication skills  | ✓        |          |                               |
| <b>Disclosure &amp; Barring Service:</b> | The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check | ✓        |          | After shortlisting            |
|  | This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.                               | ✓        |          |                               |

# How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

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**Interview Date: TBC**