**Attendance Administration Assistant**

**Salary:** Grade 4 SCP 13-16, FTE - £23,115 to £23,893 – Pay Award Pending

**Actual Salary:** £13,613-£14,071 Pay Award Pending

**Working hours:** 25 hours per week, 39 weeks (Term Time plus INSET days)

**Contract type:** Permanent

**Start date:** ASAP

St Martins School and Horizons 6th Form is an 11-19 Special School in Derby, with a mixed student profile of children and young people with a range of learning difficulties and additional complex needs. St Martins shares a site with Noel-Baker Academy in Alvaston, whilst Horizons 6th Form is based in Derby city centre. We received our third consecutive 'Outstanding' OFSTED in June 2017 and we continue to aspire to the highest standards for students and our staff teams.

St Martins School are excited to advertise for an Attendance Administration Assistant to join our skilled, committed and enthusiastic team.  
  
Working as part of the Admin Team, and closely with the Designated Safeguarding Lead, the successful applicant will support the functioning of the school by being the first point of contact for visitors and callers to school.  They will communicate with families and other key stakeholders regarding the attendance of students, following up on this where appropriate, as well as producing attendance reports and statistics using our MIS, Arbor.  
  
Applicants must:

* Have experience in an administrative role
* Show initiative in working in a busy environment
* Be able to develop positive relationships with a range of stakeholders
* Be inspired to work towards Shaping Successful Futures for all students

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We encourage visits to the school prior to application. To arrange a visit, or if you have any questions regarding the role, please contact Victoria Theobald – [victoria.theobald@stmartins.set.org](mailto:victoria.theobald@stmartins.set.org). We look forward to meeting you.

**All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.**

**Shaw Education Trust** are a thriving mix of diverse and growing schools including Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. We’re a growing group of dynamically awesome academies providing education to children of all ages and abilities. Staff across our team of schools are dedicated to ensuring that every child has the opportunity to be successful, whatever their starting point in life.

**Our Special settings** cater for children and young people with a wide range of Special Educational Needs from children with profound medical needs and life limiting conditions, those with severe, moderate and sensory needs through to young people with social emotional and mental health needs that require support and understanding to help them to navigate their world.

Whether you are a teacher, a teaching assistant, a healthcare professional or work in facilities, admin or operations all our Special Schools offer you the opportunity to work within an establishment that has a ‘family’ feel that puts the children, young people and their families at the heart of what they do.

All the pupils within our Special Schools have an individualised education and are educated in small classes and groups with enhanced support to ensure that all their needs are met. There is nothing more rewarding than being part of a team that supports a child or young person with Special Educational Needs to reach their goals. You truly will make a difference to the life of a young person and their family.

Our schools span from Birmingham to Bury, meaning that we can support students from all walks of life, no matter their background or socioeconomic status. In doing this, we can help ensure all children are able to access a high standard of education, with all being treated equally.

**Please visit our St Martins career site for more information:** [St Martins School Career Site (schoolrecruiter.com)](https://stmartinsschoolderby.schoolrecruiter.com/)

A qr code with a few black squares

Description automatically generated **Or click the QR Code to see all vacancies with St Martins**

**Shaw Education Trust offer the following employee benefits with your Teaching or Support Staff employment:**

* An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
* **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday** **rising to 39 days** after 5 years’ service including Bank Holidays)
* Electric Car Scheme: Environmentally friendly vehicles with our electric car scheme.
* Access to Medicash Health & Wellbeing Plan: Enjoy health services designed to support your well-being.
* Free DiscountForTeachers Scheme for all staff (Support and Teaching), Exclusive discounts to save money with a wide selection of discounts and exclusive offers from hundreds of the biggest brands.
* Free Eye Tests
* Cycle to work scheme
* Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

We know **our people** are the key to our success and so we’re committed to ensuring the **employment experience** at **Shaw Education Trust** is a **rewarding** one.

**Colleagues within the Trust benefit from:** Access to a full range of courses both in-house and professionally accredited. These courses include all of the National Professional Qualifications – NPQH, NPQSL, NPQEYL, NPQLL, NPQLT, NPQLTD, NPQLBC are all delivered by the Shaw Education Trust as a delivery partner for Ambition Institute. In addition, we provide access to the NPQEL for Executive Leaders.

* Experienced leadership and subject-specific support.
* Guidance from former HMIs and serving Ofsted Inspectors within the Trust.
* Access to the Trust’s Institute of Education and SCITT.
* Opportunities to work with different schools within the Trust as a Professional Advocate.
* Participating in peer reviews.
* Access to a suite of online courses.
* Placement projects within our family of schools.

**St Martins** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to appropriate vetting procedures including an online checks and criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

All shortlisted candidates will undergo an online search as part of Trust safer recruitment checks.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

**In accordance with our safer recruitment policy CVs alone will not be accepted.**

**Closing Date: 9am 27th September 2024**

**Interview Date: Friday 4th October 2024**

**We reserve the right to appoint before the closing date as we review applications on an on-going basis and interviews may be arranged as suitable candidates are identified, therefore, we encourage early applications.**

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.