

EXTERNAL

Post: Attendance Administrator

Hours of Work: Permanent, Full Time, Term Time Only

Salary: Grade 6, Points 7 – 12, £24,293 to £26,421 (per annum)

Actual Salary: £20,895 to £22,725 (pro rata)

Start Date: 29th August 2024

The Trust is seeking a self-motivated and passionate candidate who can fulfil the role of Attendance Administrator at Bluecoat Trent Academy. The Attendance Administrator will work with the Attendance Officer and Family Support Worker managing the attendance of students. They will use administrative functions to record and evaluate the attendance figures on a daily basis and over time. The post holder will support SLT and the wider Inclusion Team in improving attendance of key groups and reducing persistent absence. The post holder will have excellent communication and interpersonal skill in order to maintain good relationships with parents and work effectively within a team.

Bluecoat Trent Academy will be in its 4th year of opening and is therefore in an exciting growth phase so it is important to have a strong desire to be part of the founding cohort of staff. We are looking for staff who have the ambition to shape the schools into outstanding providers. Candidates should consider the school's ethos and values to ensure these align with their own.

Collaboration and CPL are of high importance within the Trust therefore a robust programme of CPL will be provided to enable our staff to reach their potential.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Bluecoat Trent Academy but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to a generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, Friday 14th June 2024

Interview Date: Thursday 20th June 2024