



Job Application Pack

Attendance Administrator

Permanent, Full Time, Term Time Only
Salary: Grade 6, Points 7-12, £24,293 - £26,421 (FTE)
Actual salary: £20,895 - £22,726 per annum

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe. Belong. Achieve

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary
Academy**
believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance
Nottingham**

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy’s vision of ‘Together We Make a Difference’ underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck
Primary Academy

Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school’s motto ‘Lead, Believe, Create, Succeed’ was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook
Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, ‘Ambition, Manners and Achievement’. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



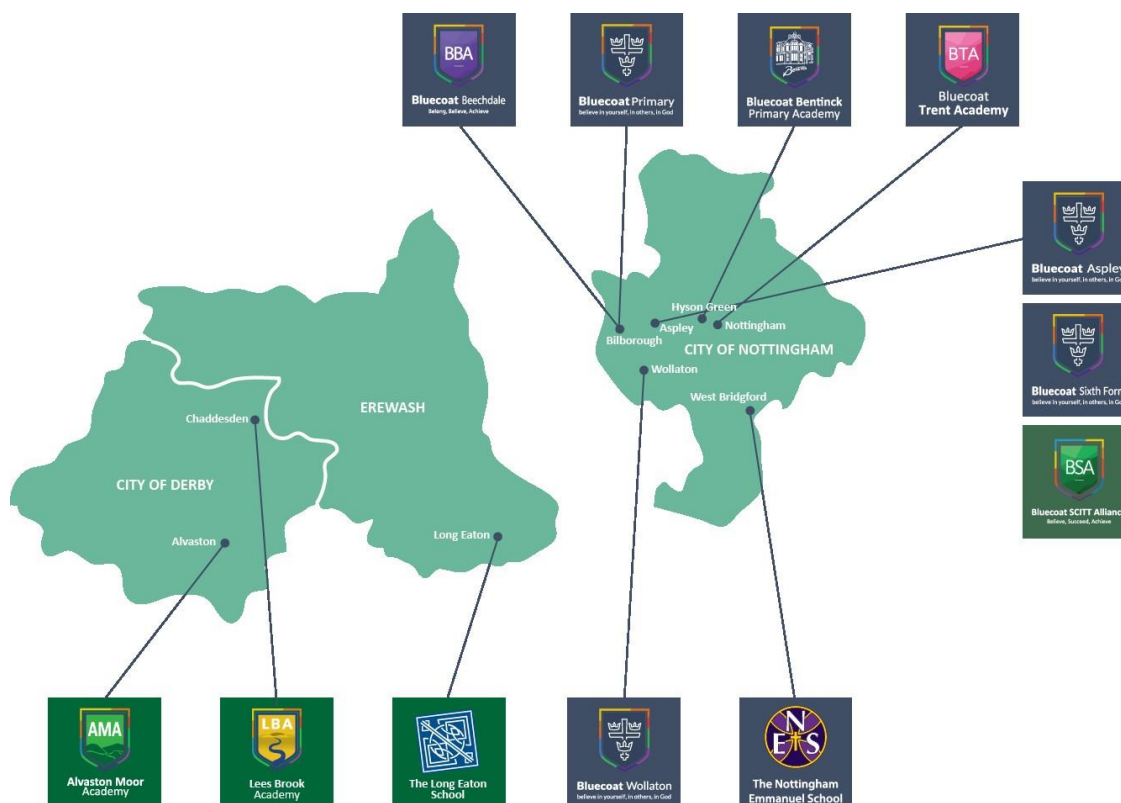
Alvaston Moor
Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



Welcome from the Principal

It is with great pride that I introduce you to Lees Brook Academy.

We believe that every young person should have the chance to be successful, regardless of their ability or background and have access to a high quality broad and balanced curriculum. Our aim is that all students should leave the school as highly qualified, confident and well-rounded young people who will go on to be successful in the world of work. We ensure we equip students with the skills, knowledge and confidence for the future, and our dedicated body of staff here work tirelessly to support this success for all.



We are passionate about our students and are deeply committed to ensuring that they have a rich and successful experience at Lees Brook Academy. We set high standards and have high expectations in every aspect of school life. We are so proud of the many opportunities we provide for our students. There are a wide range of extra-curricular activities that students are encouraged to take part in, including trips, visits and activities, all organised to develop the whole person.

We really hope you choose to come on this journey with us and look forward to welcoming you to Lees Brook Academy. Do not hesitate to contact us for further information if you would like to visit us and learn more.

A handwritten signature in black ink that reads "Clare Watson". The signature is written in a cursive, flowing style.

Clare Watson
Principal

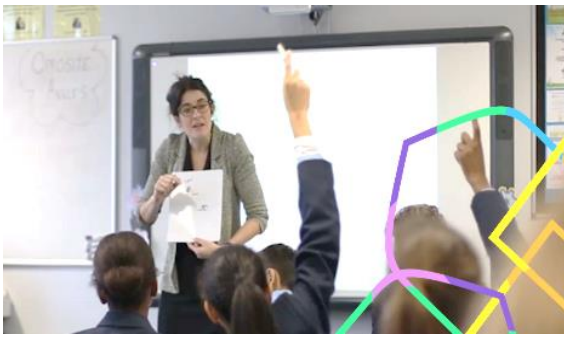
The Vacancy

We are seeking a self-motivated and passionate candidate who can fulfil the role of Attendance Administrator at Archway Learning Trust.

This role will work as part of the Attendance Team managing the attendance of students through the administrative functions, using various programmes to record and evaluate the attendance figures. The post holder will be line managed by the Attendance Improvement Manager and will support them in being adaptable to changes and ensuring the administration of attendance is completed accurately and efficiently. The post holder will have excellent communication and interpersonal skill and work effectively within a team.

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 Lees Brook Academy but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Lees Brook Academy and the vacancy, please visit <http://leesbrook.co.uk/index.php> 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, Tuesday 5th November 2024

Interview Date: Monday 11th November 2024

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

Job Description

POST TITLE: Attendance Administrator

GRADE: GRADE 6, POINT 7 - 12

RESPONSIBLE TO: Attendance Improvement Manager

JOB PURPOSE

This post holder will work under the supervision of the Attendance Improvement Manager:

- To provide a specialist admin service to help the Academy to raise achievement by improving school attendance and punctuality through efficient and effective administrative processes, procedures and reporting to support the Academy to meet its attendance targets;
- To promote positive attitudes by students and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.
- To form part of the administration team promoting a consistent approach to matters relating to attendance, support and be supported by the wider admin and attendance team in providing a highly effective admin service.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Possesses or must be willing to train for the First Aid at Work qualification approved by the HSE as requested.
10. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Develop specialist knowledge of attendance and punctuality issues and best practice;
- Manage and monitor the completion of registers ensuring all registers are completed timely and accurately following up on missing marks and records of reason for absence;
- Undertake first day absence calls/texts and log information effectively;
- Liaise with parents/carers by telephone and in person regarding attendance issues including sensitive requests for medical evidence following absences;
- Be proficient and responsible for the use of Academy attendance monitoring software and any system this feeds into for stator reporting such as the MIS for the school census returns;
- Supporting the Attendance Improvement Manager with administrative tasks relating to attendance, including the organisation, communication and coordination of any events relating to attendance, including the production of certificates, booking of reward trips and any other initiatives relating to improving and maintaining outstanding attendance.
- Produce and provide meaningful and accurate reports on student attendance and punctuality on daily, weekly, termly and annual basis to facilitate and support effective short, medium and long term strategic decision making;
- Be full aware of and carry out all work in line with Child Protection/Safeguarding procedures;
- Manage your own work load in line with the Academy priorities.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc.
- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised and deadlines are met;
- Undertake general office duties within the attendance office, answering telephone calls, face to face enquiries, photocopying, minute taking etc.
- Enter and retrieve data relating to students onto the MIS and other software packages as required;
- Scanning and filing letters onto the system;
- Ensure all letter 1's and letter 2's are sent out to parents of identified students of persistent absence;
- Ensure messages are sent out to parents of absentees;
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined;
- Provide first aid assistance to staff, students and visitors.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – ATTENDANCE ADMINISTRATOR	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education		*
NVQ3 or equivalent qualification or experience in Business Administration or other relevant discipline		*
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
KNOWLEDGE		
Previous working knowledge of SIMs database or similar		*
A sound knowledge of a range of computer applications including high level knowledge of MS Office	*	
Ability to create and analyse complex data	*	
Knowledge of relevant policies, legislation and codes of practice	*	
EXPERIENCE		
Previous experience of administrative computer systems	*	
Previous experience of working within an educational setting		*
Previous experience of working within a team	*	
Significant experience of administrative processes	*	
PROFESSIONAL SKILLS		
Excellent communication and interpersonal skills	*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
Good time management skills	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.	*	
Resilience and ability to build and maintains effective relationships with colleagues.	*	
To be professional and confidential with the ability to deal with complex student matters.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust.	*	
Suitability to work with children. Enhanced DBS check.	*	

