



St LUKE'S
Church Of England School



Recruitment Pack

Attendance Administrator

St Luke's Church of England, Exeter

Closing Date: Midday, 16th September 2024

**Ted
Wragg** TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

How will we succeed?





St Luke's is an ambitious and inclusive Church of England School dedicated to ensuring all students live life to the full.

This is such an exciting time to be joining St Luke's. We were recently named among the top 5 schools in Devon for the progress students make in their GCSEs, and we are proud to have been rated 'Good' by Ofsted in 2024.

If you join St Luke's you will be surrounded by people who have an unapologetic mission to be better every day. We offer all staff exceptional professional development through weekly coaching which has seen us be named as one of only 13 national coaching hubs.

Our staff also benefit from disruption free classrooms, created by a centralised behaviour system, wider Trust leadership development programmes as well as access to exceptional leadership coaching and opportunities such as South West 100. At St Luke's, we are relentless in our mission to support the improvement of educational outcomes in the South West and are proud to be one of the most improved schools in the region following our 2023 outcomes. We are incredibly proud to be part of the values-lead Ted Wragg Trust, which continues to have a transformative impact on the lives of young people and communities. While we maintain a relentless focus on the highest standards and outcomes, our distinctive ethos means that everyone in our community acts with compassion in all they do. If you are someone who believes in the power of education to transform the lives of all young people, regardless of background, then St Luke's is the place for you. We will provide you with the very best training, opportunities and environment that ensures you can be brilliant every day.

Harrison Littler
Headteacher



Key Details

Job Title: Attendance Administrator

Location: St Luke's Church of England School, Devon

Salary: Grade D Actual £13 350

23.25hrs / 39 weeks

Closing Date: Midday, 16th September 2024

Interviews: W/C 16th September 2024

Required From: ASAP

Our Mission

We are an ambitious and inclusive Church of England School, dedicated to ensuring all students live life to the full



Our Values

As a community:

We work hard
to achieve
our best

We are
inclusive

We give hope

We take
responsibility

We show
respect

How to apply

If you would like an informal conversation about this role please contact Kerri Moore – kerri.moore@stlukescofe.school

Please use the application form available on the Trust/School website and email it to:
Office@stlukescofe.school



Job Description

Attendance Administrator

1. Key Purpose Of Job:

- Enable the Trust to realise its mission to ‘Transform lives, strengthen communities and make the world a better place by supporting the school to increase student attendance and reduce the number of persistent absentees.
- As part of the Business Support Team, providing efficient, effective and professional administration to manage and promote good pupil attendance. Investigating persistent absences and improving punctuality.
- A professional effective and efficient service that meets the needs of the School, in improving students overall attendance.

2. List Of Key Duties And Accountabilities Of The Post:

- Responsibility for the administration of student attendance within Bromcom to achieve the school's aims of improving/maintaining and monitoring student attendance levels.
- Record and if appropriate, respond to, daily attendance calls and emails. This includes speaking to parents regularly to discuss their child's absence.
- Contact parents/carers of students absent from school and undertake daily home welfare checks as needed.
- Monitor the receipt of completed registers and chase those not taken
- Regularly review missing marks and chase up with the relevant member(s) of staff
- Liaise with tutors regarding persistently absent students.
- Responsibility for compiling reports on student attendance and sending out attendance letters to parents / carers.
- Attend meetings with the Education Welfare Officer (EWO) and action any subsequent points
- Initiate appropriate legal action with the EWO to ensure the school is carrying out its statutory responsibilities in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- Keep clear and concise records of all consultations and to assist in the writing of other reports i.e. annual action plan and summaries, as required for the school.
- Acquire and maintain a working knowledge of the statutory framework relating to school attendance and child employment in order to be able to offer informed advice to parents, school staff, governors and others.
- Work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- Produce the fire register from Bromcom
- Provide comprehensive communication with a variety of internal and external agencies, parents, and students within the procedures laid down by the school's Attendance Policy.
- Liaise with the safeguarding team daily on all attendance issues.
- Attend and provide advice within meetings to represent the school and witness/provide evidence when requested.
- Meet regularly with Head of Year to discuss strategies and targets to improve pupil attendance.
- Whole School Duties as Required
- Provide cover for Reception.
- Organisation and attendance of Celebration Evenings.
- Organisation and attendance of Parents Evenings.
- Provide general administration support; answering incoming calls and taking messages, greeting visitors, preparing letters, typing and other IT based tasks, photocopying, filing, collating and distributing information to parents, staff, students and members of the public

4. Working Environment & Conditions of the Post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people the post holder may be required to work at other sites.
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5. Supervision / Line Management Responsibilities of the Post

- None
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6. Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- This post is based at St Luke's CofE School but the post holder may be required to move their base to any other location within the Trust upon request.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- To undertake additional duties as required, commensurate with the level of the job.
- To attend and support school Events.
- First Aid trained

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.





Person Specification

Job requirements	Essential/ Desirable
<p>Qualifications and Professional Development</p> <ul style="list-style-type: none"> • NVQ3/A Level in a relevant discipline or an equivalent level of knowledge and experience • GCSE (or equivalent) in English and Mathematics • Experience using Bromcrom (or similar Data software) • Experience of working with Microsoft packages, including Outlook, Word, Excel and Powerpoint • Experience of working within a busy administrative environment 	<p>E E D D D</p>
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Administrative Experience / Administrative Experience • A broad interpersonal skills base to support students with poor or declining attendance. • Experience of effectively working closely with the parents and families. • Knowledge of, and experience in using support strategies to promote good attendance. • Understanding of the factors that contribute to why students have poor attendance. • Ability to prioritise workload and manage competing demands • Organised and methodical approach • Ability to be flexible and adaptable • Effective written and oral communication skills for liaising with the pupils, other staff, parents and outside agencies and professionals. • Highly motivated and reliable • Excellent time management skills • Committed to maintaining confidentiality at all times • A positive attitude and commitment to equality 	<p>E D D D D E E E E E E E</p>
<p>Other</p> <ul style="list-style-type: none"> • Willingness to participate in professional development and training. • Evidence of sound ICT skills. • Willingness to work within a team and provide additional support when requested. • Must pass relevant safeguarding of children checks. 	<p>E E E E</p>



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



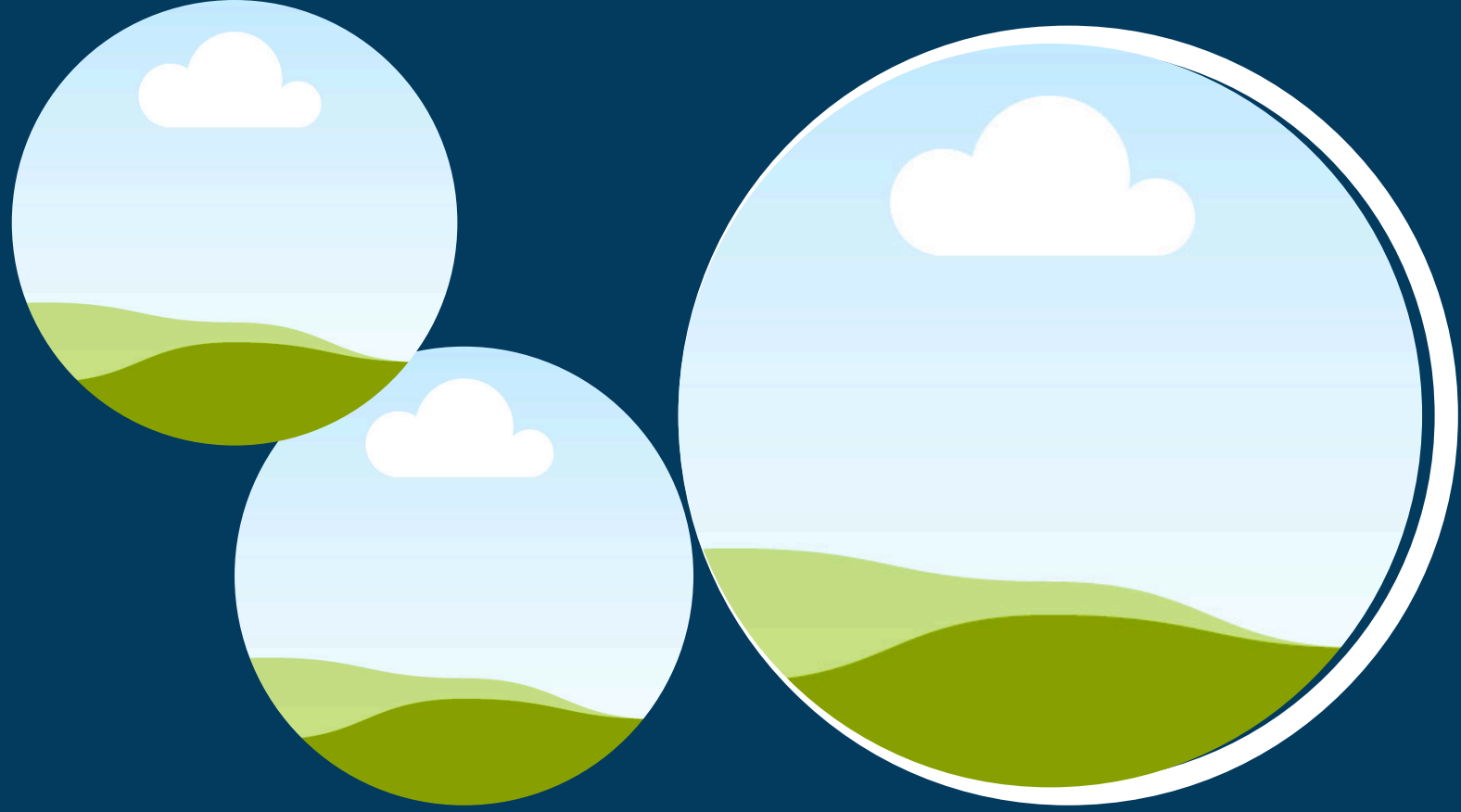
Dixons Academies Trust – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



Recruitment Pack

Thank you for your interest!

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