



Job Title: Attendance Administrator
Salary: Pro-rota Salary £13 350
Hours: 23.25 hours/39 weeks per year
Location: St Luke's Church of England School

Our school is part of the Ted Wragg Trust, 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. We are determined for everyone to fulfil their **greatest potential**, to be **the best they can be**. Our inclusive Trust has a relentless commitment to help **transform lives** through learning.*

St Luke's is a wonderful place to work and is full of staff who are dedicated to improving the life chances of every student that attends the school. We work closely with other schools in the Ted Wragg Multi Academy Trust and are part of a wider family who all believe passionately in high quality education for all. We offer our staff disruption free classrooms, weekly coaching, in-house career progression, wider MAT leadership development opportunities and a high-quality staff wellbeing programme. Our vision is to ensure that our community, both staff and students live 'life to the full' with this being underpinned by our five core values:

• Taking responsibility • Being inclusive • Showing respect • Giving hope • Achieving your best

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.

Closing date: 16th September 2024
Interviews: W/C 16th September 2024

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

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