



St. Michael's
CE Academy

St. Michael's CE Academy
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RECRUITMENT PACK

Attendance Officer & Administrative Officer

Closing Date – 17th January 2025 – 5.00pm

INTRODUCTION

St Michael's is a friendly, safe and encouraging place where everyone feels that they are a part of something bigger. We are an academy where achievement is expected and celebrated; where success of all kinds is noticed so we can take pride in all the lovely things that we do and experience. Most of all, we care about each other, work well together and encourage each other to be the best we can. We are blessed with a diverse range of wonderful pupils and an extremely dedicated staff who work very hard to provide high quality learning experiences - be that in the school building, out on our extensive and well-resourced premises, out in our local community or out and about in the world as a whole.

As a Church School, we are driven and led by our Core Christian Values. Everything we do at St Michael's reflects our commitment to these values. This in turn shapes our distinctive character as a Church School and the spirit in which we meet the needs of our children. We want our children to enjoy coming to school every day and we want to support our community to get the most they can from the professionals, resources and facilities within our organisation.

St Michael's CE Academy occupies a large site less than 2 miles from the centre of Wakefield. Almost all children come through our own Nursery/Lower foundation Unit, but there is a large number who have either moved to the area at a later stage or have come from outside the catchment area. Most live within walking distance of the Academy.

Vision, Values and Aims

Together Everyone Achieves More

We are committed to building the skills, knowledge and positive attitudes necessary to help all our pupils become responsible, respectful and tolerant citizens of the future. Through our shared aims, mutual respect and working together, we will believe in ourselves and develop as individuals who make a positive impact on each other and the world around us.

St Michael's CE Academy provides education in accordance with the principles and practices of the Church of England. Worship, religious education and spiritual development are at the heart of every aspect of our experience.

At St Michael's CE Academy, we aim to provide all of our pupils with a high-quality education within a caring Christian environment where Christian values of trust, forgiveness, friendship, truthfulness and perseverance, hope, responsibility, thankfulness, justice and peace are embedded. Collective worship and Religious Education are effective in communicating the Christian values and are specifically linked to the half termly worship and PSHCE themes. Pupils develop a growing understanding of these Christian values as they progress through the school and this is reflected in, and impacts on, their behaviour and attitudes to each other, the whole school, the wider community and their daily life.

The school aims to help the children develop lively and enquiring minds, to question and debate, to apply themselves with confidence to tasks, to gain in physical skills, to have respect for the opinions of others, to find enjoyment and fulfilment in their activities and to gain satisfaction from their achievements.

To achieve our vision of outstanding teaching and learning we aim to:

- Provide high standards of teaching and learning for all pupils.
- Actively explore the role of Faith in their own lives and in the lives of the wider community.
- Provide an inclusive environment which educates, develops and prepares all our pupils for life in a diverse society.
- Recognise and build on pupils' previous knowledge, experience and understanding.
- Encourage independence, self-esteem and natural curiosity.
- Celebrate achievement.
- Embed a stimulating curriculum to develop lifelong learning.
- Recognise all children as individuals with their own rights and responsibilities.
- Value and encourage parental partnerships with exchange of ideas and information.
- Actively involve members of the local and wider community, valuing their positive contribution to the learning experience of all.

Attendance & Administrative Officer

To start: At your earliest convenience
Salary: SCP 12 to 18 - Actual salary £22722.49-£25612.35
Monday to Friday, 8am to 4pm (30 min lunch) 37 hours per week
Term Time only – however additional work days during holidays may be required.

We are seeking to appoint an enthusiastic and motivated administrator and attendance officer to join our school. At St Michael's CE Academy, we aim to provide all of our pupils with a high-quality education within a caring Christian environment.

The successful candidate will:

- Be the school's attendance officer, liaising with the educational welfare officer and providing attendance reports as required
- Be the administrator of the Single Central Record – ensuring it is always up to date and efficiently maintained.
- Support the School's commitment to safeguarding children and promoting their welfare.
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be responsible for the use, updating and maintenance of school's information management systems, producing statistical information as required.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Provide a professional reception and front of house service to school visitors.

In return we can offer:

- The support and expertise of the school's outstanding leadership team and governing body with a clear vision of raising standards of teaching and learning
- Children who love learning
- A stimulating and creative learning environment
- An opportunity to work with a passionate and dedicated team of staff
- A happy and caring school community
- The opportunity to contribute to school improvement

We only accept applications made via the Enhance Academy Trust recruitment portal.

Closing Date: 17th January 2025 – 5.00pm

Shortlisting: 20th January 2025

Interview Date: 23rd January 2025

St. Michael's is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.

Job Description

Job title: Administrative & Attendance Office

PURPOSE OF JOB

- To Improve attendance and punctuality
- Provide support strategies for pupils and their families to ensure the highest level of attendance is maintained.
- Work with the Senior Leadership Team, pastoral mentors, LA and Trust based EWO to monitor and improve attendance and punctuality
- To meet attendance targets set either within school, by Enhance Academy Trust or at a national level
- Provide effective and efficient administrative support
- Maintain the school's SCR system to an excellent standard

KEY AREAS

- Attendance/safeguarding
- Organisational
- Administration
- Responsibilities

DUTIES AND RESPONSIBILITIES

Attendance

- To follow the school attendance response protocols set out in the Attendance Policy
- To advocate and facilitate the educational partnership between home, school, community and LA, by support, liaison and negotiation, and where conflict arises to give paramount consideration to the interests of the child.
- Contacting parents about attendance issues; including phone calls and meetings. Reporting outcomes and advising parents.
- To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school
- Home visits to support pupils and families and accompany pupils to school where necessary.
- To deal with students who are vulnerable and have social and emotional difficulties. To support intervention and assist in the development of strategies to enable a swift response to absenteeism in school
- To contribute to the development and implementation of policies related to attendance issues
- Have the ability to motivate disaffected students and non-compliant parents/carers. The ability to challenge students and parents who are failing to use the support given.
- Undertaking full range of clerical and administrative tasks as relevant to school needs. Producing full range of reports for senior members of staff. These include attendance reports for the Headteacher and Governors
- Dealing with correspondence and contacting parents and external agencies
- To support and advise Senior Leadership Team in relation to attendance and punctuality.
- To maintain appropriate case records that can be used in any future legal proceedings.
- Organising and attending meetings with parents to review Attendance.
- Contacting parents directly as appropriate over a range of attendance issues without reference to other personnel
- Contacting and working with external agencies, particularly, Educational Welfare,
- Contributing to social work programmes (e.g. TAS) and developing and implementing strategies that support families.
- Mentoring specific pupils, helping them to improve attendance
- Identify, refer and track vulnerable students in partnership with other professionals.
- Home visits to support pupils and families where necessary.
- To prepare letters to parents on attendance issues.
- To undertake analysis of relevant data as required by the needs of the service
- To support pupils attendance to exams. To collect from home where possible to ensure good attendance
- To handle requests for permission to authorise absences from parents

Organisational

- Deal with complex reception/visitor etc. matters
- Assist with pupil welfare duties, liaising with parents/staff etc.
- Contribute to the planning, development and organisation of support services, systems and procedures.

Administration

- Maintain the Schools Single Central Record to an excellent standard
- Maintain cloud-based systems

General

Be aware of and support difference and ensure equal opportunities for all.

Contribute to the overall ethos / work / aims of the school.

Appreciate and support the role of other professionals.

Attend and participate in relevant meetings as required.

Participate in training and other learning activities and performance development as required.

Carry out your duties with due regard to current and future School / Trust policies, procedures and relevant legislation.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As part of your wider duties and responsibilities you are required to promote and actively support the School's/Trust responsibilities towards safeguarding.

Enhanced Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share to this commitment. Appointments made are subject to an Enhanced Check by the Disclosure and Barring Service.

The employment checks are required:

- Evidence of entitlement to work in the UK
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of the Job Specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. Enhanced DBS Disclosure

Specification for the post.

	Essential	Desirable
Qualifications	NVQ 3 or equivalent qualification	NVQ 4 or equivalent
Knowledge	<p>Very good Numeracy/ Literacy Skills</p> <p>Effective use of ICT and other specialist equipment/resources</p> <p>Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation</p> <p>Very good ICT skills – including basic software such as Word and Excel</p>	<p>Knowledge of Family Services</p> <p>Knowledge of GDPR</p> <p>Knowledge of Attendance support strategies and familiarity with different agencies.</p> <p>Knowledge of how Early Help Hubs work in Wakefield</p> <p>Appropriate knowledge of First Aid</p>
Experience	Experience of development, management and operation of administrative systems	Experience of working with children in an educational environment
Physical Skills	Excellent keyboard skills in the use of computerised systems e.g. bulk data input	
Competencies and other skills required	<p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	Clean driving licence

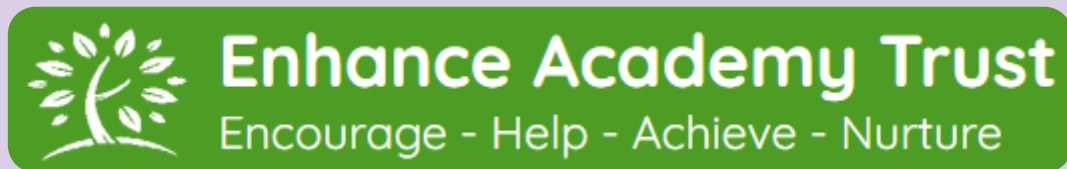
ENHANCE ACADEMY TRUST

Enhance Academy Trust is a Church of England Multi-Academy Trust comprising of thirteen primary schools located across Wakefield and Kirklees and a post 16 performing arts free school. The Trust was established in 2012 as a sponsor of Church of England and Community Schools.

The Trust works very closely with its academies and encourages them to help each other whilst at the same time allowing them a reasonable amount of earned autonomy. We have kept to this model whilst expanding and want to continue to follow similar principles in the future.

Our vision is to deliver improved educational outcomes and learning skills to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies so they can best serve their local communities.

For further information, visit



PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

Please see Enhance Academy Website for a copy of Job Applicant Privacy Notice