



Brinsworth Academy Attendance Assistant

Part of



Multi Academy Trust



Post Title: Attendance Assistant

We are looking for an enthusiastic Attendance Assistant with excellent administration and interpersonal skills to join our friendly team.

Start: As soon as possible

Salary: Band D £19,312.00 FTE pro rata (equating to £16,712.31pa)

Hours: 37 hours per week, term time only.

The closing date for applications is 9.00am on Friday 15th October 2021.

Interviews will be held the week after.

Candidates wishing to visit the school may do so. Please contact Caroline Fullelove, HR on 01709 828383 or email cfullelove@bri.leap-mat.org.uk to arrange a visit.

Job Description

Monitoring attendance & punctuality, and working with the Attendance Officer, pastoral staff and parents/carers to achieve improved levels of both.

Helping to support students whose education is at risk due to poor or declining attendance

Helping families to improve their children's access to learning and enable all young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support

Contribute to the monitoring and tracking of attendance and punctuality data

Main Duties

- Actively and positively promote good attendance and punctuality across the Academy in all dealings with students and using appropriate and available media
- Be responsible for completing accurate registers on SIMS and for updating throughout the day as required
- Work with the Attendance Officer to reduce the number of PA and lateness numbers across the Academy
- Contribute to the development and implementation of proactive strategies aimed at reducing the absence levels of poor attenders. Take positive action to support the school aims of achieving improved attendance levels in line with meeting and/or exceeding the national average
- Ensure that 'first day absence calls' for all students are made and recorded
- Provide an appropriate response to all unexplained absences, ensuring that all incidences are accounted for or that letters are prepared and issued in a timely manner requesting an explanation
- Maintain accurate records ensuring appropriate attention to detail so that information can be provided as requested by internal or external bodies

- Highlight the attendance of vulnerable groups of students so that appropriate action can be taken
- Meet with students and parents to discuss and improve attendance
- Work with the Attendance Officer and liaise as required with internal colleagues, such as safeguarding team, pastoral staff and exams colleagues regarding student attendance highlighting any identified areas of concern.
- Take proactive action to identify students who are internally/externally truanting and be responsible for informing parents/carers of truancy through phone calls home
- Participate actively and positively in own development
- Provide support for the home visits process via the delivery and collection of work, liaison with home and also with key school staff. Help to ensure that such students have a supported return to school.
- Be responsible for checking the uniform and equipment of students who are late and alert the pastoral team to any students requiring intervention

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection reporting all concerns to an appropriate person
- 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

Person Specification

	Criteria	How assessed*
Qualification	NVQ 2 or equivalent qualification or experience in relevant discipline.	A/C
	Good numeracy/literacy skills.	A/C
Experience	General clerical/administrative/financial work.	A/I
Knowledge/ Skills	Appropriate knowledge of first aid. (a current emergency aid at work certificate)	A/C
	Effective use of ICT packages.	A
	Use of relevant equipment/resources.	A
	Good keyboard skills.	A/I
	Excellent interpersonal skills are essential	A/I
	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	A
	Ability to relate well to children and adults.	A/I
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	A/I
	Ability to identify own training and development needs and cooperate with means to address these.	A
Skills & Abilities	To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.	A/I
	To ensure equality of opportunity is afforded to all persons both internal and external to the Academy, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour	A/I/R
	To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post	A/I/R
	To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures	A/I
Safeguarding Children/Young People and Vulnerable Adults	To be committed to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.	A/I/R

* A – Application form; R – Reference; I – Interview; C – Certificates

Brinsworth Academy's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our academy.

Completed applications should be returned either by post to: Caroline Fullelove, HR at Brinsworth Academy, Brinsworth Road, Brinsworth, Rotherham, S60 5EJ or by email to recruitment@bri.leap-mat.org.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.



Brinsworth Academy

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S60 5EJ

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