



External Advert

Post: Attendance Officer

Hours of Work: Temporary, Full-time, Term Time Only (Maternity Cover)

Salary: Grade 8, Points 19-24, £29,777 - £33,024FTE

Actual Salary: £25,612 - £28,405 per annum

The Trust is seeking self-motivated and passionate candidates who can fulfil the role of Attendance Officer at Archway Learning Trust.

The post holders will work under the guidance of senior staff to promote positive attitudes towards regular academy attendance and punctuality amongst students and their parents/carers and to encourage them to derive maximum benefit and opportunity from their education. The post holder will also be responsible for implementing an attendance and punctuality programme with measurable and effective improvement strategies and for the planning, development and monitoring of student attendance and punctuality in addition to supporting the overall pastoral function of the school. The post holder will also forge strong links with the community including those from the GRT community.

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 the Trust's Bluecoat Aspley Academy, but the post holders may at any time be required to support or work at any of the sites within Archway Learning 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. We welcomed three further secondary schools in Derby to the Trust in 2021 and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust now 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, Bluecoat Trent Academy, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. 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, Monday 13th May 2024

Interview Date: W/C 20th May 2024