



Candidate Information Pack

Attendance and Admin Officer

Birley Spa Primary Academy



L.E.A.D. Academy Trust



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Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

Diana Owen CBE

Chief Executive Officer





About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it’s like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A ‘can-do’ attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





A message from the Executive Headteacher and Head of School

We are a busy and friendly school with lots going on. Birley Spa Academy is a passionate community of life-long learners who strive for excellence. We are inspired by each other's achievement and success. We constantly develop and update our resources and curriculum offer to ensure that our pupils can succeed now and in the future.

We warmly welcome visits to the school to discuss this exciting opportunity.

Melany Pemberton, Executive Headteacher and Cathy Gibson, Head of School

About Birley Spa Primary Academy

Our school values equip every child with the core strength and resilience to confidently burst through barriers to learning and become confident, conscious citizens, equipped for the challenges of the modern world. We create an aspirational cultural climate in which every member of Birley Spa Primary Academy thrives and articulates a passion for inspiring leadership beyond learning.

Through the pursuit of excellence, our children, no matter their age or need, are encouraged to become ambassadors with the highest aspirations; learners who confidently express themselves and articulate their knowledge with passion.

Our inspirational learning environments motivate our children to develop a desire and love of learning in our "Everyone is a Leader" community.

Our children pride themselves on the range of responsibilities they have within the classroom and the school. They develop a sense of pride in their community and independence. They learn to understand and balance risk to challenge themselves and grow as learners. Children demonstrate initiative to question, lead and explore from the first day of their Birley Spa journey until they move onto secondary education.





Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Competitive salary

All Trust roles* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

Employee assistance programme

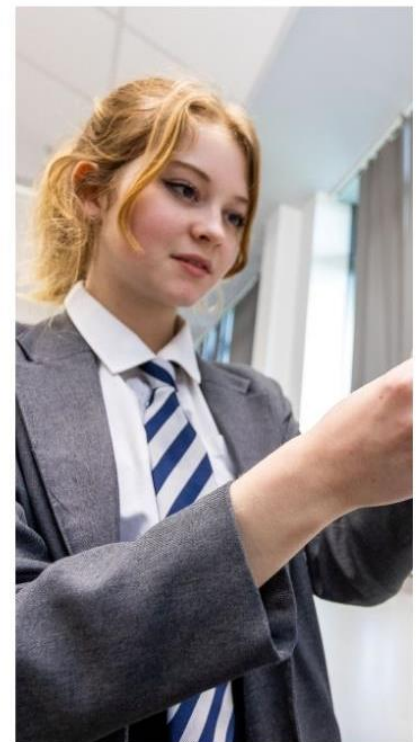
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."

Becky Hyder,
Safeguarding Compliance
Lead

**With the exception of
Apprenticeships*

***“The school’s provision for pupils’
personal development is strong.
Pupils take full advantage of a wide
range of activities on offer
at the school.”***

Ofsted report, 2023.



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: hr@leadacademytrust.co.uk

CLOSING DATE: 10 January 2025

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email:

enquiries@birleyspaacademy.co.uk



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Head of School,
Huntingdon Academy



Job description

Key responsibilities and accountabilities

Attendance and Admin Officer

Salary: NJC 15 – 20 (£29,093 - £31,586 full time equivalent) actual salary pro rata on 39 weeks per year.

This role will contribute to the provision of an effective environment for teaching and learning by:

- Providing a specialist service to help the school to raise achievement by improving school attendance and punctuality to meet our attendance targets.
- Promoting positive attitudes by pupils and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is severe and persistent absence.
- Supporting the school in encouraging pupils who experience EBSA (emotion based school avoidance) to reintegrate back to school.
- Making home visits and lead scheduled meetings both at school and off site.

Main Responsibilities:

- Champion our school community and strive for excellence; never giving up on a young person.
- Always act with professional urgency and alert members of the Senior Leadership Team,
- Designated Safeguarding Lead or senior attendance lead to any safeguarding concerns.
- Rigorously embed the academy attendance policy and procedures; never accepting low expectations and weak implementation of the policy.
- To work with the Attendance Lead, Safeguarding Leaders and SEND team to plan, deliver and evaluate a hybrid model of 1:1 and group support for young people experiencing EBSA.
- To support with the delivery of face-to-face parent workshops to promote attendance and punctuality.
- Take and respond to telephone calls and messages regarding attendance related issues.
- Prioritise younger or known vulnerable students in all aspects of daily attendance related work.
- Ensure all unexplained student absences from school (all students on roll regardless of the provision they attend) are investigated in order to check that all students are safe and cared for at all times.
- In cases of poor attendance and/or welfare issues, to be proactive in assessing the situation and liaising with the senior attendance lead and other staff to developing work processes to improve school attendance.
- Make contact with the families in response to allocated referrals through home visits and/or meetings in school.
- Provide key data and statistics for daily and weekly attendance to the Attendance Lead and senior leaders as requested.
- To offer general advice to parents/carers and the academy on attendance matters.
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system.

- Liaise and work with school and external organisations to help reduce persistent and severe absence, improve social/educational inclusion, and behaviour.
- General
- Consistently role model professional behaviour and establish strong and effective relationships with staff and students.
- Attend school events for example, open evenings, induction days and events for students and parents as necessary.

Administration support duties:

- Maintain positive communication with all stakeholders via face to face greeting, phones and written communication.
- Support the office team to manage events and functions.
- Reprographic duties
- Maintain records around attendance meetings, communication and actions.

Records management

- All staff are responsible for ensuring that confidential records are maintained and securely stored in line with GDPR protocols. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with GDPR requirements and the Trust's policies and procedures on records management.
- As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. Job descriptions are reviewed periodically and update from time to time in line with requirements.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths Qualified first aider or willing to undertake the training DSL training qualification or willingness to undertake 	E E	D
Skills and knowledge	<ul style="list-style-type: none"> Excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels Knowledge of safeguarding best practices and legislation Understanding of legislation relating to school attendance High level of administrative and organisational skills Able to work as part of a team and contribute towards its success Able to use all MS Office programs particularly Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases Knowledge of educational legislation, guidance and legal requirements including Keeping Children Safe in Education Knowledge of Equal Opportunities, Human Rights and Data Protection legislation. Able to work to tight deadlines, managing and prioritising time effectively Excellent record keeping skills Self-starter, with an ability to work independently & use own initiative to overcome obstacles 	E E E E E E E E E	D
Experience	<ul style="list-style-type: none"> Working in an environment where experiences included taking initiative and self-motivation Previous experience of working in a similar role Experience of working in an education setting Experience of managing MIS systems for reporting to management and other stakeholders Working as a member of a team Experience of dealing with confidential information 	E E E E E	
Personal Attributes	<ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training 	E E	

	<ul style="list-style-type: none"> • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility • Demonstrate good interpersonal skills • Demonstrate integrity, confidentiality, impartiality and empathy • Have good interpersonal skills 	E E E E	
Additional Requirements	<ul style="list-style-type: none"> • This role is subject to an enhanced DBS • Hold a driving licence and have access to own vehicle • Occasional out of hours working. Eg. Evening meetings 	E E E	



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

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