



Inspire Learning Trust



## Lead Attendance and First Aid Administrator

**Closing Date: Thursday, 28<sup>th</sup> September 2023 at 12noon**

**Interviews: Week Commencing 2<sup>nd</sup> October 2023**

Responsible to:	Pastoral Support Team Manager
Responsible for:	Lead attendance and First Aid with general administrative support for pupil data and pastoral services.
Salary:	Band F, Actual Salary £24,638 to £25,932 (FTE Salary £27,334 to £28,770) depending on experience
Working hours:	37 hours per week, Monday to Friday, term time at 192 days plus 8 directed days.

Inspire Learning Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School and Thomas Rotherham College.

Oakwood High School is an over-subscribed 11-16 High School with a strong emphasis on respect for all; we are a 'well led', 'good' school where 'pupils enjoy attending' and 'the vast majority of parents would recommend'.

**We are looking for to appoint** an experienced and well-qualified candidate to join an enthusiastic, supportive and successful school as Lead Attendance and First Aid Administrator.

- As a member of our Pastoral Services team the successful candidate will take a lead role in the administration of pupil data and attendance. You will have experience of working within an educational setting, having the relevant experience of Attendance procedures, alongside working closely with pupils, families and outside agencies.
- Excellent communication and organisational skills and a proactive attitude to problem solving are essential. The candidate will inspire to achieve the highest attendance levels for all pupils, and where appropriate carrying out the statutory duty of legal action.

The successful candidate will also be a lead First Aider, or be willing to undertake the training, to be able to provide First Aid support to pupils and staff, and support the wider medical and personal needs of pupils.

### We Offer:

- A supportive and successful school where staff work in a way that encourages a positive work environment that is solution focused and proactive for all.
- A school with a way of working that encourages a positive work environment that is solution focused and proactive for all.
- And a positive working environment, we care about our pupils, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

As a Trust we are truly community based and committed to developing a set of shared values through every aspect of our work. These values are the development of respect, responsibility, resourcefulness, resilience, reflection, risk taking and relationships.



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Closing date for receipt of applications is **Thursday, 28<sup>th</sup> September 2023 at 12 noon. Interviews will be held week commencing 2<sup>nd</sup> October 2023.**

Applicants are required to apply via our online application form which is available on our website:

<https://www.inspiretrust.uk/vacancies/>

**This post is permanent to start as soon as possible.**

PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its workplaces. We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Our safer recruitment processes include online searches which will be done as part of due diligence checks ahead of interview. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.



Inspire Learning Trust



Inspire Learning Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Learning Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Learning Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School
- Inspired to achieve - Oakwood High School



Inspire  
community  
Schools  
We are



Inspire Learning Trust



- A tradition of achievement - a future of opportunity - Thomas Rotherham College
- 'Everyone succeeds' - Winterhill School

Underpinning this ethos, Inspire Learning Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,  
Reflection, Risk taking and Relationships***



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## Job Description and Person Specification

### Main Purpose of Job

As a member of our Pastoral Services team the successful candidate will take a lead role in the administration of pupil data and attendance. You will have experience of working within an educational setting, having the relevant experience of Attendance procedures, alongside working closely with pupils, families and outside agencies.

All postholders at Oakwood High School and the Trust are required to work at their designated level to support the implementation of all policies and procedures to achieve key targets. These targets are reviewed annually and adapted to meet the needs of our pupils.

The post holder will be a key member of the team in the Academy and will work positively and proactively.

The post holder will work in collaboration with a range of staff across the School and Trust in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Academy and wider Trust.

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. We are all aiming for operational excellence.

**Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community.  
We build upon our strengths – together!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Learning Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.





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## Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

1.	Support for Staff and Pupils	A	L	O
1.1	Work in accordance with policy and national regulations and guidance deliver an effective and comprehensive Pupil Register of Attendance Service for all Pupils attending school, off site provision or other educational activity.	✓		✓
1.2	Work with staff, pupils, parents and other relevant parties to ensure accurate records are kept and that information on attendance is available to support positive actions to ensure/improve pupil attendance and to safeguard pupils.	✓		✓
1.3	Operate the pupil signing in and out system for all pupils leaving/returning to school during the school day (for appointments, off site provision, late pupils, etc). Ensure that the procedure 'Safeguards' pupils and is understood by staff, pupils and parents.	✓		✓
1.4	Use and develop school recording and reporting systems (currently Go 4 Schools and SIMS.) to support the attendance work of the school.	✓		✓
1.5	Data entry is required to a high level of accuracy ensuring attendance codes are input correctly and timely and that alerts are provided to parents/carers should pupils not attend. Analyse the completion of registers at key points notifying staff of errors and omissions and reporting to the Pastoral Support Team Manager.	✓		✓
1.6	<p>Liaise with parents, carers, pupils, Family Support Workers other agencies on attendance/truancy/persistent absence and absence that cause concern.</p> <p>You will be required to deputise in the absence of the Pastoral Support Team Manager and other team members. This will include and is not limited to home visits and attending meetings with parents to discuss Attendance and Punctuality concerns.</p> <p>Identifying pupils with excellent/most improved attendance, including organising and managing reward events, and acknowledgment through publicising success.</p>	✓	✓	✓
1.7	<p>Generate and prepare statistics and reports on attendance matters as directed by the Pastoral Support Team Manager and as required by Governors, LA, and other agencies as appropriate including:</p> <ul style="list-style-type: none"> <li>Preparing and displaying attendance data.</li> <li>You may be required to attend the weekly Integrate meeting to discuss Attendance for our most vulnerable pupils.</li> <li>Prepare and deliver attendance assemblies at key times throughout the year with support from the Pastoral Support Team Manager.</li> </ul>	✓	✓	✓



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1.8	Liaise with other staff and agencies supporting any other issues relating to Pupil Attendance and where appropriate carrying out the statutory duty of legal action by following the Rotherham School Attendance Matters Pathway. Prior experience or an understanding of the School Attendance Matters Pathway is desirable.	✓		✓
1.9	To Liaise with feeder schools to ensure that any Attendance concerns are identified promptly and can be monitored effectively once the pupils are admitted.	✓		✓

2.	Leadership	A	L	O
2.1	To deputise in the absence of the Pastoral Support Team Manager, taking on responsibilities within that role. This will include overseeing and managing the day to day running of the Attendance and First Aid Office, and providing support for the Attendance and Lead First Aid Administrator.	✓	✓	✓

3.	First Aid	A	L	O
3.1	To provide First Aid assessment and treatment as necessary, within the scope of the Emergency First Aid at work training – both on referral of Pupils to First Aid by school staff and when attending a First Aid incident. Ensure all forms are completed and submitted.	✓		✓
3.2	As Lead First Aider you will assess pupil (or staff) needs and act accordingly either by: <ul style="list-style-type: none"> <li>• Treating pupils (or staff)</li> <li>• Contacting parent/carer/ emergency contacts</li> <li>• Referring to emergency services/taking to hospital</li> <li>• Complete relevant accident at work forms and safety log.</li> </ul>	✓		✓
3.3	The post holder will act in support of the First Aid at Work Policy and Procedures and will have an input to this policy and procedure at its review date. The post holder will be required to hold and continually update HSE First Aid at work qualification and undertake other training to support the physical and medical needs of pupils (or staff).	✓		✓
3.4	Maintain and update the register of first aiders, school first aid boxes/ travelling first aid kits and other first aid equipment.	✓		✓
3.5	Provide support for the safety register, updating and logging all incidents and treatments.	✓		✓
3.6	Provide support and advice to other school first aid staff.	✓		✓
3.7	In liaison with other staff and agencies support any other issues relating to First Aid at school.	✓		✓



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4.	Pupil Medical Needs	A	L	O
4.1	Liaise with the school Nurse when required in order to support where a pupil's attendance may be a concern due to a medical concern. Support the Attendance and Lead First Aid Administrator when required to facilitate the school immunisations.	✓		✓
4.2	Liaise with parents/carers/staff and outside agencies regarding pupils' individual medical requirements. This will include liaison with the admissions officer to ensure all pupils' medical needs are communicated and recorded.	✓		✓
4.3	Ensure all accidents on school premises are reported and logged	✓		✓
4.4	In liaison with other school staff and agencies support any other issues relating to Pupil Medical Needs at school including Risk Assessments for pupils with mobility issues	✓		✓

5.	Pastoral Administrative Support	A	L	O
5.1	Minute the weekly Integrate meeting and maintain access to the shared drive action plan.	✓		✓
5.2	Obtaining and collating information required for pupils with SEND for their annual reviews, minuting reviews and distributing reviews.	✓		✓
5.3	Administration of exclusions which includes: a) Logging exclusion on G4S and SIMS b) Issuing letters to parents/carers c) Liaising with Local Authority d) Reporting of exclusions (HT, SLT, HoH, Governors)	✓		✓
5.4	Support HoH in organising the appointment times, letters and pastoral data for Behaviour/Governor Panel meetings.	✓		✓

6.	Data and Pastoral Support Services	A	L	O
6.1	Provide administrative support for data and other pastoral services as directed by senior team members, this will include, amongst other issues; data entry and organisation in SIMS (the school information system), scanning and storing information, support for pastoral meetings, word-processing, spreadsheet input and other such administrative tasks.			✓





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7.	General
7.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
7.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include Basic First Aid (training will be provided).
7.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
7.4	Participate and contribute to Talent Development and Service Frameworks and other plans.
7.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal / external Training, Networking, Updating and other such events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
7.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
7.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.
7.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
7.9	Organise and support Academy and Trust events as requested.
7.10	Any other reasonable and appropriate duties as directed by Trust or Academy Senior Staff.
7.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.



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## Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1.	Experience	Essential	MoA
1.1	Knowledge/experience of working with young people or a school setting. Having the relevant experience of Attendance procedures, alongside working closely with pupils, families and outside agencies.	✓	AF / I / R
1.2	Ability to work as part of a team and able to prioritise a busy workload.	✓	AF / I / R
1.3	Leadership		AF / I / R
1.4	Having a flexible approach to day-to-day working and responding to the needs of the school.	✓	AF / I / R
1.5	Strong communication skills and the ability to follow instructions.	✓	AF / I / R

2.	Qualification and Training	Essential	MoA
2.1	GCSE A* - C in English and Maths	✓	AF / CQ
2.2	ICT skills, including word processing at a minimum of Level 2	✓	AF / I / CQ
2.3	Evidence of training or experience in administration or a related subject (level 2 or above) that would suggest suitability for the post.	✓	AF / I / R/CQ
2.4	Candidates will ideally hold an HSE Approved First Aid at Work Qualification or be willing to undertake this and be successful in achieving it and keeping it up to date. Other relevant training will be essential including updating on defibrillator use and EpiPen use.	✓	AF / I / R

3.	Special Skills and Knowledge	Essential	MoA
3.1	An awareness of risks and how to reduce risk.	✓	AF / I
3.2	Skills and knowledge to support the delivery of the tasks of the post.	✓	AF / I / CQ
3.3	Knowledge of school systems, procedures and methods of working; in particular; Attendance, First Aid and Medical Needs of Pupils.	Desirable	AF / I / R



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4.	Personal Qualities	Essential	MoA
4.1	A genuine enjoyment of working with young people.	✓	I / R
4.2	An ability to stay calm and controlled in stressful situations.	✓	I / R
4.3	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	✓	I / R
4.4	A commitment to the provision of anti-discriminatory and anti-oppressive practice.	✓	I / R
4.5	Conscientious, honest and reliable	✓	I / R

5.	Mandatory Requirements	Essential	MoA
5.1	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	CQ
5.2	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF
5.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF

6.	Physical Requirements	Essential	MoA
6.1	Health and physical capacity for the role.	✓	I / R
6.2	A good attendance record in current employment, (not including absences resulting from disability).	✓	I / R



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7.	Effective Behaviours	MoA
7.1	<b>Seeing the Big Picture</b> Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.	AF / I / R
7.2	<b>Changing and Improving</b> Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.	AF / I / R
7.3	<b>Making Effective Decisions</b> Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively.	AF / I / R
7.4	<b>Leadership</b> Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.	AF / I / R
7.5	<b>Communicating and Influencing</b> Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.	AF / I / R
7.6	<b>Working Together</b> Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.	AF / I / R
7.7	<b>Developing Staff and Others</b> Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.	AF / I / R



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7.8	<b>Managing a Quality Service</b> Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.	AF / I / R
7.9	<b>Delivering at Pace</b> Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.	AF / I / R

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Learning Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy we have contracted with the Education Support Partnership and they provide us with an Employee Assistance Programme to support all staff on a range of issues. Our recent Staff Wellbeing survey shows that we are in the top 10% of educational providers in the country in respect of how our staff view their wellbeing experience at work (all ratings are out of 5). We will continue to work with our staff body to improve and ensure that we remain a really good place to work, in line with this ethos the Trust became an Accredited Living Wage employer as of September 2022.