



**TRINITY
ACADEMY**

Trinity Academy

Sixth Form Attendance & Admin Officer

Job description

Job title	Sixth Form Attendance & Admin Officer
Location	Trinity Academy
Salary	Job title: Sixth Form Attendance & Admin Officer Salary: N9 -N17 FTE £27,254 - £31,022 Actual for 20 hours pw £13,166 - £14,986 Before any annual inflationary increase.
Role Summary	To embrace the values of Trinity Academy ensuring that every child achieves their absolute best by supporting our growing Sixth Form in meeting attendance targets and running as efficiently as possible.
Working pattern	20 hours per week (there is scope for this to be up to 36 hours with additional administrative work)
Responsibilities	<p>The tasks required will be many and varied but are likely to include the following:</p> <p>Attendance</p> <ul style="list-style-type: none">• Follow up any unmarked or mismarked class registers on a daily basis• Ensuring parents/carers are contacted on the first day a pupil is absent log the contact and follow up non-responders.• Inputting routine attendance data into the electronic registration system, identifying and correcting any anomalies, errors, omissions.• Recording individual pupil attendance records, identifying poor or non-attenders, unexplained absences, patterns of non-attendance, illness etc.• Raising attendance issues with Head of Sixth Form..• Preparing and sending letters for absenteeism and lateness, tracking appropriate deadlines for fixed penalties in line with the attendance policy, national and local authority guidance• Completing end of week processes.• Completing end year processes on Arbor including preparing for and checking census prior to submission.



- Oversee the procedures for absence in exceptional circumstances requests.
- As directed by the Head of Sixth Form undertake home visits with other pastoral staff for families with attendance concerns.

Departmental administration.

- Perform routine administration work (including word processing, data input, photocopying, filing and shredding, lost property, fire registers etc) to support the Sixth Form as requested.
- Assist with the input, maintenance and retrieval of all personal and collective data in respect of Sixth Form pupils and ensuring that confidential information is held securely
- Answering of telephone, taking messages.
- Deal with enquiries from pupils and parents/carers.
- Photocopying for staff as required.
- Ordering departmental consumables
- Refer the pupils' needs relating to emotional, behavioural and social to the relevant pastoral or inclusion staff
- Raise safeguarding concerns relating to attendance or student welfare to the Assistant Headteacher and Designated Safeguarding Lead.
- Develop and maintain working relationships with other staff – work effectively and in cooperation with all other staff in the School, using own knowledge and skills to contribute positively to the overall welfare of the School and its pupils.
- Support the school's operations team as necessary.

Events organisation

- Writing Risk assessments
- Outside concert/tour organisation and administration including permissions
- Internal concert organisation; ensuring school accommodation is free at the required time and all physical requirements (e.g. seating, catering etc) is being delivered when required.
- Internal concert organisation: organisation and distribution of rehearsal schedules and information
- Liaising with outside service providers and ensuring their requirements are being met.

General Responsibilities:

- Where appropriate, to assist in general school administration as directed by the Head of Sixth Form
- To be part of a team and to support where necessary the other aspects of the School work.

- Comply with all aspects of the Data Protection and Freedom of Information Act and maintain strict confidentiality.
- Uphold the high standards of the School in all communications
- Play a full part in the life of the School community, supporting its mission & ethos.
- Adhere to the School's policies
- To be aware of student safeguarding issues and refer information to the appropriate person when necessary.
- Ensure Access Arrangements are in place in and followed in conjunction with SENCo.

Working Environment:

The role will involve regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties may require the post-holder to attend school events in the evening, as agreed. We encourage all members of our school staff to run co-curricular clubs which are central to the school ethos.

Working is mainly in an office environment with frequent and often prolonged use of IT. At busy times of the year, there will be a need to assist with and attend events.

Contacts & Relationships:

The post holder will be required to establish constructive working relationships with all members of the school community and partners. Confidentiality and security of information are vitally important aspects of the work.

Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.

Reporting to

Head of Sixth Form

Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial



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	<p><i>and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>
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Sixth Form Attendance Support Officer

Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Excellent interpersonal skills. Must be able to establish and maintain good relationships with all people at all levels both internally and from outside the school, e.g. senior management, teachers, governors, visitors and parents/carers.
- Outstanding accuracy whilst meeting challenging deadlines.
- Ability to meet multiple requests for information in a calm and professional manner.
- Excellent organisational and general administrative skills, e.g. recording, filing, prioritising with attention to detail
- Excellent IT skills especially in the areas of databases and spreadsheets, and comfortable with the use of IT as an integral and essential tool.
- Ability to work on your own and to prioritise own workload and deliver to deadlines.
- Ability to work as part of a team and support others.
- Be able to maintain absolute confidentiality regarding personal data held by the School.
- Demonstrate initiative and a proactive approach to problems to identify solutions and opportunities.

You are likely to have:

- Potential to expand and develop and to take on additional responsibilities.



Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Excellent general office and IT skills.
- Excellent literacy, numeracy & accuracy.
- Knowledge of standard IT systems and programs:
 - MS Word
 - MS Excel
 - MS Outlook
 - Google

You may have:

- Word processing qualifications
- Knowledge of the legal requirements of handling personal data

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- General office experience of managing processes and systems.
- Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.

You may have:

- Experience of working in a school environment
- Experience of working with children or young people

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.