

Candidate Information Pack:

Administration
Assistant/Attendance
Officer

Birley Spa Primary Academy



Role: Administration Assistant/Attendance Officer

Salary: NJC SCP 15-20 (£23,541-£25,991 FTE)

Location: Birley Spa Primary Academy, Jermyn Crescent, Sheffield, S12 4QE

Contract Type: 37 hours per week, 39 weeks per year

Contract Term: Permanent

Closing Date: Monday 21st October 2024

Interview Date: Thursday 24th October 2024

Birley Spa Primary Academy is looking to appoint a highly motivated and capable Administration Assistant/Attendance Officer to work as part of a team ensuring the school office runs efficiently, whilst maintaining a friendly and professional service to the community, colleagues and governors, and to role model high standards, as the first point of contact for most visitors and enquiries to the school, and to maintain accurate data and provide analysis and early identification of attendance issues to ensure that the school can work proactively with parents to avoid issuing penalty notices and court action wherever possible.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive. These principles underpin the day to day culture for support to our academies.

The successful candidate would be required to:

- Ensure that all visitors are welcomed in a polite and professional manner, maintaining full compliance with the Visitors/Contractors On-Site Checks
- General administration duties, such as preparing letters, texts and handouts
- Ensure that Keeping Children Safe in Education statutory guidance underpins all interaction with visitors, contractors and agency staff on site
- E-mail management and respond where appropriate
- Process the school dinner systems in place within the academy
- Carry out first day absence calling and report to SLT unexplained absences
- On occasion may be required to accompany another with home visits
- Process holiday fines
- Report collation and information gathering, general administration, business analysis and any other duties as required by school management (e.g.; persistent absence monitoring)
- Ensure pupil attendance is monitored and high light to SLT any areas of concern
- Provide an accurate and confidential administrative service, including typing of correspondence, spreadsheets and presentations
- Deal with incoming correspondence including calls, post, and e-mails in a professional manner
- Hold a first aid certificate as required by the school



- Assist with pupil first aid / welfare duties, looking after sick children, liaising with parents / staff etc. administering medication when necessary, in accordance with the school policy on administering medication
- Undertake ad hoc projects
- Minute taking.
- Ensure the office and entrance area is well presented, tidy and organised
- Process online payment system for parents to pay for trips/afterschool clubs etc
- Act as the go to person for all attendance issues across school
- Use experience of working with families and guardians in a collaborative way to maintain positive relationships with the school
- Contribute to the development and implementation of attendance strategies and systems within established procedures and policies
- Lead the process of recording all attendance data, reasons for pupil absence and late arrivals, ensuring that any missing information is followed up
- Ensure that regular pupil attendance updates are provided to the relevant staff as well as the senior leadership team targets
- Lead the generation and interpretation of attendance statistics, including the creation of data reports and refers cases to the Leadership Team when required
- Identify and work with individuals using regular attendance checks
- Work closely with parents/carers and students to improved levels of attendance
- Lead most correspondence in respect of attendance, issuing letters, and liaising with the Senior Leadership Team as appropriate
- Lead all home visits with the aim to engage with families and improve attendance
- Work with a range of internal and external stakeholders on a regular basis including teachers, the senior leadership team, as well as parents and guardians
- Work alongside relevant external agencies, including Education Welfare Officers, health and housing representatives

How to Apply

Please send a completed application form and covering letter, with a supporting CV if you wish to: Cathy Gibson, Head of School, at enquiries@birleyspaacademy.co.uk

Closing Date: 21st October 2024 at 12:00pm

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



The 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.

Application Forms/Further Information:

If you would like an application form, or for more information about our Academy, please visit our website: <https://www.birleyspaacademy.co.uk/about-us/vacancies/>

L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

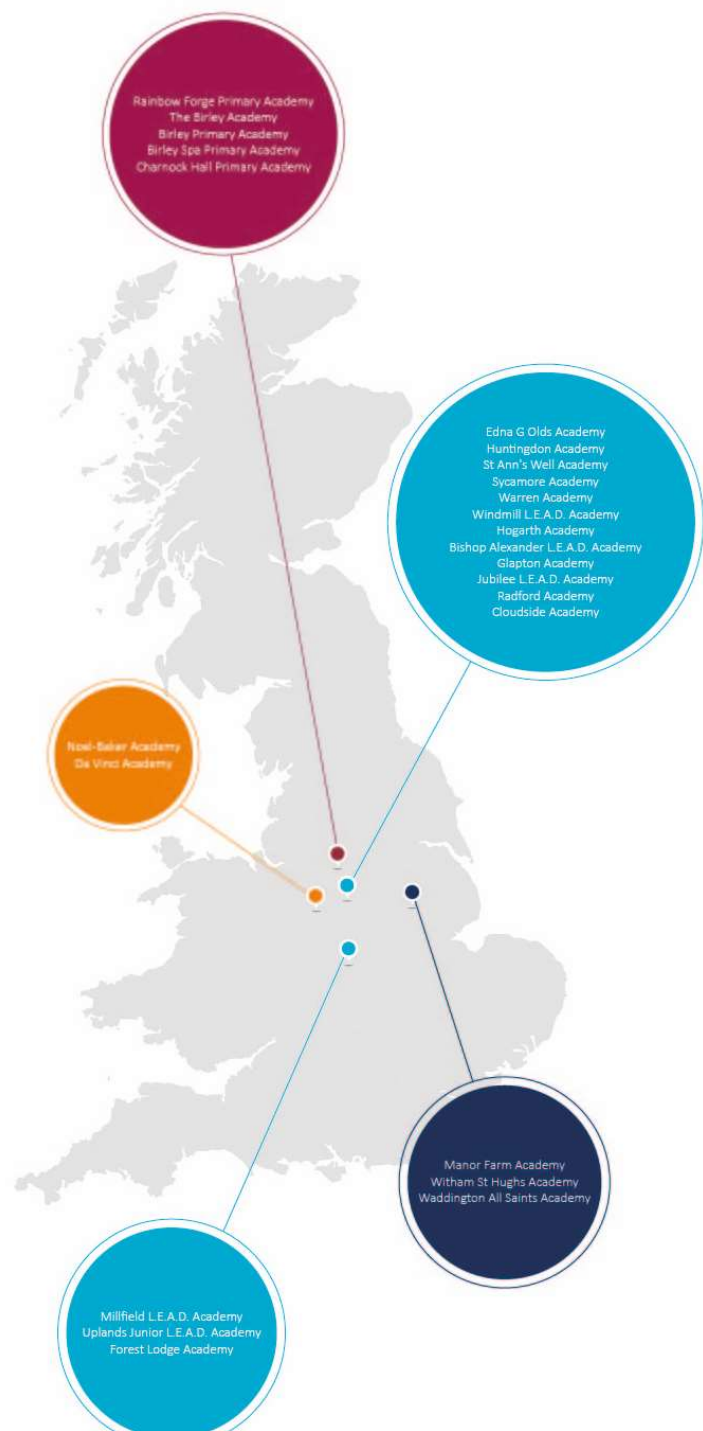
The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:

www.leadacademytrust.co.uk

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:

[@LEADAcadTrust](https://twitter.com/LEADAcadTrust)





Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





Our Support

We provide a range of high quality, professional services to schools in nine core areas:

Financial Management

Project Management

Procurement

ICT Management

Human Resources

Leadership Development

Legal Support

Governor Support

Education





Administration Assistant Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable 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 Further education qualifications in related fields, e.g. NVQ Business Administration To hold a first aid certificate or be willing to undertake training 	E E	D
Skills and knowledge	<ul style="list-style-type: none"> High level of oral and written communication skills Able to use all MS Office programs, particularly Word, Excel, Outlook Able to work to tight deadlines, managing and prioritising time effectively Ability to build and form good relationships with colleagues, senior leaders, and external visitors Efficient and meticulous in organisation Ability to produce precedent letters from basic information Self-starter, with ability to work independently and use own initiative to overcome obstacles 	E E E E E	
Experience	<ul style="list-style-type: none"> Experience of working in a school or Academy Trust environment Previous experience in a similar role 		D D
Personal Attributes	<ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training Have good interpersonal skills 	E E E	
Additional Requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS 	E	



Attendance Officer Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable 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 Any additional professional qualification or training relating to this post 	E	D
Skills and knowledge	<ul style="list-style-type: none"> High level of oral and written communication skills Able to use all MS Office programs, particularly Word, Excel, Outlook Able to work to tight deadlines, managing and prioritising time effectively Understanding of legislation relating to school attendance Knowledge and understanding of the education system Excellent record keeping skills 	E E E E	D D
Experience	<ul style="list-style-type: none"> Working in an environment where experiences included taking initiative and self-motivation Working as a member of a team Experience of managing MIS systems for reporting to management and other stakeholders Knowledge and understanding of relevant data analysis and reporting requirements for school Effective work with a range of agencies including Local Authority or similar Experience of working in a school or Academy Trust environment 	E E E E	D D
Personal Attributes	<ul style="list-style-type: none"> Have an openness to learning and change Have a positive attitude to personal development and training Have good interpersonal skills 	E E E	
Additional Requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS May be required to work out of school hours to support the academy 	E E	



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

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