

Attendance/Administrative Assistant

Recruitment Pack

Hardwicke Parochial Primary Academy

Dear Applicant,

The closing date for completed applications is **16th December 2022**. Interviews are scheduled to take place as soon as possible.

To submit your application please email the completed form to admin@hardwicke.gloucs.sch.uk before the closing date.

Yours faithfully.

Mrs Harford

The Diocese of Gloucester Academies Trust seek to appoint an

**Attendance and Administrative Assistant**

The post is offered as a salary of £22369 - £23620 pro rata.

This is a full time post for 5 days a week working Monday - Friday (can be flexible with hours) to work 32.5 hours.

Further details and an application form can be downloaded from the vacancy area of our website.

If you would like an informal conversation about the role please contact Mrs Lisa Harford or Miss Jen Thomas on 01452 720538 or email admin@hardwicke.gloucs.sch.uk

Closing date for applications is 16th December 2022.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

Candidate should refer to our school website for our approaches to safeguarding and child protection:

Our Child Protection and Safeguarding Policy

Staff Code of Conduct

Safer Recruitment Policy including appointment of ex-offenders

The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

**Job Description**

**Job Title:** Attendance and Administrative Assistant

**Responsible to:** Mrs Lisa Harford/Miss Jen Thomas

**Line Management:** Mrs Louisa Iannetta

**Contract Type:** Permanent – 32.5hours p/w

**Title - Attendance and Administrative Assistant**

**Overall Purpose of this post**

To improve and maintain levels of attendance in children and provide support for our families to ensure attendance is priority (morning).

To be responsible for the efficient day to day school administration and operation of the School’s Reception area (afternoon).

**DUTIES AND RESPONSIBILITIES:**

* Provide clerical support to the school’s administrative function.
* Receive, sign in and deal with pupils, parents and  
  school visitors.
* Take telephone calls and deliver messages as appropriate.
* Deal with queries in person, email and post.
* Operate the MIS registration system (Scholarpack) on a daily basis.
* Ensure attendance registers are completed daily by teaching staff.
* Investigate absences on a daily basis
* Monitor absence figures and liaise with Senior Leadership Team.
* Implement attendance procedures throughout the school.
* Keep a record of persistent absent children.
* Follow school’s processes to improve pupil’s attendance.
* Keep a record of pupils taken out of school for family holidays and   
  respond to parental requests for taking pupils out of school.
* Process term time leave statutory procedures.
* Adhere to Fast Track processes to improve individual pupil’s  
  attendance.
* Provide support for families when needed to ensure attendance is priority.
* Undertake appropriate professional development.
* Adhere to the ethos of the schoolto promote the agreed vision and aims of the school.
* To set an example of personal integrity and professionalism.
* Any other duties as commensurate within the grade to ensure the  
  smooth running of the school.

**Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation. [to change as appropriate]

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | **Essential** | **Desirable** |
| **Personal Values** | | |  |  |
| Committed to actively promoting the Christian ethos and values of the academy | | | X |  |
| Committed to the Academy vision | | | X |  |
| **Qualifications** | | |  |  |
| GCSE grade C or equivalent in English and Maths | | |  | X |
|  | | |  |  |
| **Experience** of working within a school and / or team environment | | |  | X |
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| **Personal Qualities** | | |  |  |
| Friendly and approachable with strong written and oral communication skills | | | X |  |
| Well-motivated with the ability to use his/her own initiative | | | X |  |
| Excellent organisational skills and attention to detail | | | X |  |
| Flexible and co-operative team worker | | | X |  |
| Reliable and punctual | | | X |  |
| Able to work efficiently and accurately under pressure and to prioritise tasks | | | X |  |
| Confident in dealing with a variety of stakeholders | | | X |  |
| Professional and honest | | | X |  |
| **Additional Requirements** | | |  |  |
| A DBS will be required prior to appointment | | | X |  |
| Good health and attendance record | | | X |  |
| Excellent and unequivocal references | | | X |  |
| Current driving licence and personal transport | | |  | X |

**Background Information**

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are current fourteen primary and one infant school within the Trust. Fourteen of the fifteen academies have religious designation as Church of England schools.

The Trust is currently working with a number of schools who are exploring academy conversion. It is therefore anticipated that the Trust will grow in number during 2018 / 2019.

**The vision and ethos of the Trust**

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one-another, as well as being outward facing and engaging with the wider local and national educational agenda. The ultimate aim of theTrust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

In order to support the Trust’s academies, DGAT provides the following support:

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* School Improvement
* Christian Character
* HR and Legal
* Finance and Business
* Premises and Insurance
* Compliance and GDPR