



Empowering through education

Recruitment pack

ATTENDANCE ADMINISTRATOR

Empowering through education

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Welcome from the Director of Education

Thank you for showing an interest in working for the Raleigh Education Trust and the role of Attendance Administrator.

The Raleigh Education Trust is committed to supporting and delivering education of the highest quality across the trust, as well as contributing to the wider community of Nottingham.

We value all our families and local communities and believe in the importance of working in partnership with all stakeholders and services.

Working in collaboration, sharing best practice and supporting one another will ensure we can all achieve our aims and ultimately provide the best for our children and their families.

The Trust's commitment to working in collaboration has led to the development and pending launch of the Attendance Nottingham Partnership. This exciting initiative will involve the Trust working with city colleagues to support school attendance across the whole of Nottingham, building on the successes of both the Trust's Attendance & Welfare Team and the Alternative Provision Specialist Taskforce.

If are passionate about making a difference in the lives of all children, we would love to hear from you.

Phil Willott
Director of Education

POST	ATTENDANCE ADMINISTRATOR
Reports to	Attendance Taskforce Lead
Salary range	Grade D - £20,547.98 pro rata, part time

POST	ATTENDANCE ADMINISTRATOR
Contract Type	Fixed-term for 12 months, Term-time only, 25 hours per week.

The role in a nutshell

The Attendance Administrator will support the pupils and families we serve, whether across our Multi-Academy Trust or the city of Nottingham (Attendance Nottingham Partnership) If successful, you will be joining a central team, passionate and determined to work with our pupils and families, by offering support and guidance to ensure children can/do attend school every day.

The opportunity

The successful applicant (s) will be joining an outward facing multi-academy trust dedicated to its staff and most importantly the children and communities it serves.

The Trust

Purpose

The core purpose of the Raleigh Education Trust is to ensure all children and young people are equipped for early adulthood, ensuring they can function successfully in the world outside.

Mission

Our aim is that children and young people will learn and develop the skills and character required to foster confidence, curiosity, creativity and empathy. We believe they will then progress with the confidence necessary to embrace life's challenges.

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Vision for learning

Vision for learning: our values influence everything that we plan, teach and our children learn – confidence, challenge, curiosity, character and creativity. Academy staff are expected to support children and young people to embody these values through their experiences in our academies.

Family of Schools



Is much larger than the average-sized mainstream primary school in Nottingham.

It is a three-form entry school with up to six hundred and fifty pupils, including a nursery that can cater to 68 places in both morning and afternoon sessions. The school population is diverse, and our pupils represent a range of ethnic and faith groups.

Ambleside Academy has not received an inspection as a member of the Raleigh Education Trust.



Is a special school in Nottingham catering for eighty-five pupils from three to sixteen years who have a range of special educational needs.

Pupils have been identified with either social, emotional and mental health needs, autism spectrum disorder, speech, language and communication needs, severe learning disabilities and moderate learning disabilities. All needs are assessed through the Education, Health and Care plan (EHCP) process. The plan describes a child or young person's special educational needs, the support they need, and the outcomes they would like to achieve.

Following the first inspection as a member of the Raleigh Education Trust, Woodlands Academy is a good school (Ofsted, February 2020).






Is a special school in Nottingham catering for one hundred and fifteen pupils from nine to sixteen years. All pupils have been identified with social, emotional and mental health (SEMH) needs.

All needs are assessed through the Education, Health and Care plan (EHCP) process. The plan describes a child or young person's special educational needs, the support they need, and the outcomes they would like to achieve.

Following the first inspection as a member of the Raleigh Education Trust, Westbury Academy is a good school (Ofsted, September 2021).



Is a specialist pupil referral unit in Nottingham providing education for pupils from fourteen to sixteen years who received a permanent exclusion from a mainstream setting due to behaviour concerns. Pupils are referred to the school by the local authority.

Following the first inspection as a member of the Raleigh Education Trust, Unity Academy is a school that requires further improvement. Ofsted judged pupil behaviour as good (Ofsted, September 2021).



Is a specialist pupil referral unit in Nottingham providing education for pupils from five to fourteen years who received a permanent exclusion from a mainstream setting due to behaviour concerns. Pupils are referred to the school by the local authority.

Following the first inspection as a member of the Raleigh Education Trust, Denewood Academy is a good school (Ofsted, February 2020).

Traded Services



Traded Services

Nottingham City Council Commissioner for Alternative Education:

Unity Academy operates as the gatekeeper to eighteen LA approved alternative provisions across the City of Nottingham.

These provisions provide pupils on roll at Unity Academy with bespoke educational packages. The Admissions and Reintegration Team works with the pupil, the family, the school, external services/agencies and provisions in establishing the most suitable package of education and support.

Special Educational Needs Outreach Service:

The Trust is committed to supporting the LA with the city's most vulnerable pupils by offering bespoke education provisions for pupils with Educational Health Care Plans.

Often these pupils have been extremely challenging to find a school placement due to the complexities and age of the pupil. Westbury Academy has a small cohort (6) of pupils on roll that access an 'enhanced' provision, that is additional to the main commissioning arrangements with the local authority.



Attendance and Welfare Intervention Team:

The Attendance & Welfare Intervention Team aims to support the pupil and families of those that find regular school attendance a challenge, allowing for academies and schools to have a greater focus on teaching and learning.

The Attendance & Welfare Intervention Team offers attendance and welfare support for pupils, families and schools that can be direct or indirect:

- Direct service - this service includes: monitoring daily registration, managing the pupil absence line, managing first and third day of absence (including safe and well visits), arranging parent/carer attendance meetings, managing all legal processes/casework, and providing termly attendance analysis and reports.
- Indirect service - this service includes: review of policies and procedures and delivery of staff CPD.

Person specification

GRADE: GLPC - C

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Knowledge	<ul style="list-style-type: none">Knowledge and understanding of data requirements of schools.Knowledge of a variety of ICT applications including Excel and Word.Experience of data input and manipulation		✓ ✓ ✓		✓ ✓ ✓	
Skills/Abilities Interpersonal	<ul style="list-style-type: none">Communicating effectively with a variety of people from different backgrounds.Excellent organisational and time management skills.Excellent interpersonal skills and communication skills.		✓ ✓ ✓		✓ ✓ ✓	✓ ✓ ✓
Skills/Abilities Other	<ul style="list-style-type: none">Use of management information systems.Entering large amounts of data.Identify inefficiencies and work towards improving systems.Being accurate in transferring data from one source to another.		✓ ✓ ✓ ✓		✓ ✓ ✓	
Relevant experience	<ul style="list-style-type: none">Ability to use resources and materials including ICT software and equipment		✓ ✓		✓ ✓	✓
Work to promote mutual respect and good relations	<ul style="list-style-type: none">Commitment to inclusive education.The desire to support a working culture which values creativity and openness and is sensitive to need.		✓ ✓		✓ ✓	
Work Related Circumstances	<ul style="list-style-type: none">Be willing to undertake training and development, as necessary, in order to enhance service delivery				✓	
P: Pre-application A: Application T: Test I: Interview D: Documentary evidence						

General duties and responsibilities

Purpose of the role:

To provide administrative support to the Attendance Taskforce team with the below duties and responsibilities:

Principle duties and responsibilities:

- Liaise with Taskforce Lead to ensure all referrals are allocated to relevant officer/ward.
- Ensure all files and pupil information is saved in appropriate area.
- Liaise with taskforce officers to update and amend any pupil logs.
- Be first point of contact for all referring schools.
- Ensure accurate record keeping and adhere to safeguarding and GDPR procedures.
- Liaise with external agencies.
- Update and amend internal tracking document.
- Receive and respond appropriately to telephone and email enquiries.
- Supporting Taskforce Lead and Officers with any appropriate clerical tasks
- Undertake any additional duties required.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post may carry out. The post holder may be required to do other duties appropriate to the level of the role.

The candidate

The ideal candidate will be able to build positive relationships with parents/carers along with excellent organisational and administrative skills.

We welcome applications from anyone who believes they meet the expectations of the role regardless of age, gender, ethnicity, sexual orientation, faith or disability. In order to ensure that our Trust leadership composition is representative of the communities we serve, applications from groups who are currently under-represented in Trust leadership roles including people with disabilities and people from minority ethnic backgrounds are particularly encouraged.

In addition, we are open to hear from a diverse range of professionals who believe they can add value to the role.

Location

Due to the nature of the posts, the post holder will be expected to work from any one of the academies within the trust:

- Ambleside Primary Academy
- Woodlands Academy
- Westbury Academy
- Denewood & Unity Academy

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application. To complete the application you would need the following document(s):

1. Maximum of 2 A4 sides, outlining how you feel you meet the role and why you believe you can make a difference to children and young people.
2. Completed application form and associated documents through the portal which can be found at <https://www.raleightrust.org/work-with-us/current-vacancies/>

If you would like an informal discussion with the Attendance Taskforce Lead at any other time, please contact Tim Astle: Tim.Astle@raleightrust.org

Raleigh Education Trust is obliged by law to operate a checking procedure, through the Disclosure and Barring Service, for employees who have substantial access to children and young people.

It is an offence to apply for a position within a school or trust if you are barred from engaging in regulated activity relevant to children.

Only candidates requested for interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.