



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. This is an excited opportunity for someone to join a dynamic central Trust Attendance & Welfare Team, passionate about education, supporting school attendance, and maintaining high standards through even higher levels of support.

The Raleigh Education Trust is committed to supporting and delivering education of the highest quality across the trust.

Each one of our academies is unique, but they share the same determination, vision and values, in order to provide our children with the opportunities they deserve, by embracing and supporting any barriers or challenges they may face.

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.

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 Lead
Salary range	Grade C – £21,189 – £21,575 (pro-rata)

The role in a nutshell

The Attendance Administrator support the pupils and families we serve across our multi-academy trust. If successful, you will be joining a central Trust Attendance Welfare Team, passionate and determined to work with our pupils and families, by offering support and guidance to ensure children can/do attend school everyday.

Why the Raleigh Education Trust needs this role

The Attendance Welfare Team has a pivotal role and works with each academy, recognising the challenges and providing the necessary support in relation to attendance and welfare. The central team will work flexibly across the five academies and take responsibility for one or two academies within the Trust.

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.

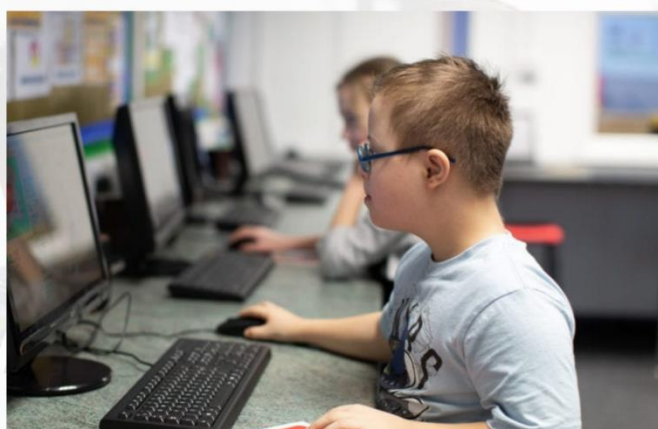
Ambleside Academy has not received an inspection as a member of the Raleigh Education Trust.



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">Willingness to work with children and young people.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 support the Trust's Attendance & Welfare Team with attendance related and general clerical duties.

Principle duties and responsibilities:

- Ensure all attendance marks are accurate and register completed promptly.
- Being the first point of contact for parents and pupils on typical attendance matters.
- Communicating with parents and stakeholders regarding absence and other attendance issues through telephone calls, text messages, email and letters and ensuring that all communication is logged in the most appropriate area.
- Follow up reasons for absence via daily phone calls, texts and emails.
- Adding new pupils on roll and amending the information of pupils already on roll.
- Receive and respond appropriately to telephone and email enquiries.
- Supporting the Attendance & Welfare Team in clerical matters
- Communicating with Academy colleagues of identified issues with systems.
- Liaise with external agencies regarding absences of vulnerable pupils.
- Keep accurate logs of communication had with parents/carers and external agencies.
- Work collaboratively with Alternative Providers and ensure accurate attendance.
- Send and Receive CTF files to and from other schools.
- Identify persistent non-attendees and highlight them to the Attendance & Welfare Team.
- Log any safeguarding concerns in the most appropriate manner.
- Support the Attendance & Welfare Officers with home visits, when/if necessary.
- 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 your benefits

The position attracts an excellent remuneration package including a competitive salary, pension and health assured programme of support. Participation in annual training and development is expected and training bursaries are available on request. Out of pocket expenses are claimable through the Trust Expenses Policy.

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 Trust Attendance Welfare Lead at any other time, please contact Sarah Astle on: sarah.astle@raleightrust.org or 0115 915 5735

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.