

Dear Applicant

Thank you for your interest in the position of Attendance Administration Assistant.

Salary – Grade 4 (SCP 5-8) £18,795-£19,945 per annum pro rata. Actual salary £15,783 - £16,749 per annum.

- 37 hours per week, Monday to Friday
- Term time plus 1 week.
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit www.thedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@deantrustwigan.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **4pm on Friday 12th June 2020** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 511987 or email recruitment@deantrustwigan.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Administration Assistant – Attendance
Reporting to	Senior Leadership Team
Main purpose of job	<ul style="list-style-type: none">• The post holder will work within the Administration Support Team and cover aspects of administration to ensure the smooth running of an organised and efficient department.• The post holder will work alongside the Pastoral Team & Heads of Year to promote excellent attendance, reduce levels of absence and work with children and families to ensure high levels of attendance and punctuality.• The post holder will have responsibility for ensuring the school fulfils its legal responsibility including preparing and submitting legal documentation and penalty notices including writing and amending EHCP's and annual reviews.
Key responsibilities:	
<u>General Administration Support</u> <ul style="list-style-type: none">• Provide cover for reception when required• Provide general administration support to the school• Ensure a professional ethos is presented to visitors, staff and pupils at all times• Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff• To maintain pupil files and records including recording on SIMs• To act as a school first aider• Provide reprographics support as and when required	
<u>Attendance Administration</u> <ul style="list-style-type: none">• To ensure that all registers are completed and no missing marks or unexplained absences remain• To follow the school policy for 'first day contact'• To follow up with staff and parents any unexplained absences• To produce and report on absence statistics and trends liaising with staff to ensure attendance is managed effectively• To identify and monitor pupils who require support in improving their attendance• To ensure the school systems and processes adhere to the DfE statutory guidance and departmental advice and that any changes to this guidance is acted upon within the necessary timeframe• To work closely alongside the Heads of Year and Pastoral Development Managers in ensuring the correct correspondence is sent to parents regarding absence• To work closely with the Local Authority to follow up and resolve children missing education• To analyse data and produce regular reports, responding to ad hoc requests for management information for specific groups.• To develop and maintain a robust communication system with parents• To support students with medical needs and to liaise with relevant medical professionals• To dispense prescribed medication as and when required• To ensure the confidential safekeeping of sensitive documents• To liaise with multi agency teams where required	

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• GCSE in English and Maths Grade A*- C or equivalent• Ability to undertake further training and development as required
Experience	Essential <ul style="list-style-type: none">• Experience of working in a sensitive environment and respecting confidentiality at all times• Experience of working as part of an administrative team within a busy office environment
Knowledge	Essential <ul style="list-style-type: none">• Knowledge of and competency in the use of Microsoft office suite of applications• Good understanding of SIMs and reporting production within this system• Knowledge of the essential aspects surrounding school attendance and associated national and local legislation• Knowledge of how a multi-academy trust operates• Experience of working in a school environment Desirable <ul style="list-style-type: none">• Knowledge of safeguarding procedures in relation to visitors in a school environment
Skills and abilities	Essential <ul style="list-style-type: none">• Ability to grasp, assimilate and apply information and concepts quickly• An enthusiastic, proactive and positive attitude towards young people and the education environment• Flexible approach to working arrangements and ability to cope with a wide range of tasks in a busy and changing environment• Calmness under pressure• Ability to consistently produce work of a high standard• A willingness to undertake all reasonable duties as the role requires• Ability to use own initiative in undertaking tasks with minimal supervision demonstrating proactivity and forward thinking• Proven communication skills, both verbally and written, and the ability to communicate effectively up to executive level• Ability to work effectively with a wide range of people and services• Ability to prioritise workload• Ability to work to deadlines with excellent attention to detail and accuracy levels• Excellent time keeping and attendance record• Articulate and attentive to detail• Self-disciplined and methodical• Ability to develop and grow along with the school