



# Attendance Administrator

## Recruitment Pack





## How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [jobs@theheys.school](mailto:jobs@theheys.school)

Closing Date: 27<sup>th</sup> March 2023

Interview Date: To be confirmed

Alternatively, send a hard copy to:

Sean Bramah

The Heys School  
Heys Road  
M25 1 JZ

## Welcome



*Dear Applicant,*

*Thank you for your interest in the post.*

*We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.*

*We promote a culture of high expectations, within a supportive environment, based upon our core values of, 'Be Respectful, Be Kind, Be Determined'. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.*

*To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.*

*If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.*

*Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email [s.bramah@theheys.school](mailto:s.bramah@theheys.school).*

*We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.*

*Yours faithfully,*

Mr P McKendrick

Headteacher  
The Heys School



# The Heys School



We are a smaller than average school with a family feel. We know our students' well and do all we can to ensure they have every opportunity to make the most of themselves and **Realise their Greatness**.

At The Heys School, we focus on students' academic progress and believe that it is important to develop the child as a whole. We offer a number of different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. These range from work with a hairdressing academy, the local farm and many more. We are passionate about developing well rounded students who have a clear focus on their future goals and ambitions we work to enhance their cultural capital through the work with our charity program, in school foodbank and through the recently developed pledge program.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point. We are so proud of the amazing things that our students achieve every day and we are constantly looking for new ways to celebrate their successes. Our pupils are individuals and we celebrate them for being Heys Heroes.

We believe that education is a journey and we are committed to ensuring every student has the skills to meet the obstacles they face head on. We believe in the importance of grit, perseverance and resilience and of showing our pupils the value of getting back up and trying again if they don't succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

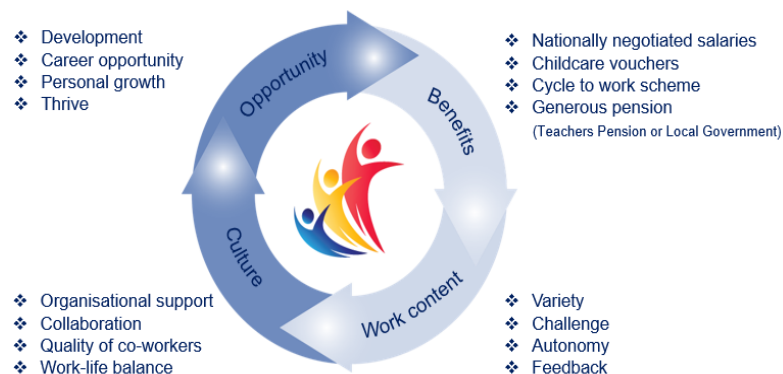
# The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises six schools: three high schools, an all-through alternative provision academy and two primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



# Job Description

## Attendance Administrator

Reports to:	Headteacher and SLT
Location:	The Heys School, Prestwich
Salary:	Grade 7, Grade 7, scale points 7-11 (£22,369- £24,054 per annum FTE) £19,549.66 - £21,022.38 pro rata
Hours:	37 per week, Term time only plus 1 week

### Purpose of Role:

- To support the Attendance Lead in issues relating to attendance and punctuality, ensuring these remain as a high-profile aspect within the overall ethos of the school.
- To establish, maintain and improve effective communication between school and home.

### Attendance

- Monitor late students and students leaving school for appointments in order that internal truancy is minimised, and punctuality promoted.
- To ensure the school are up to date on the national attendance codes.
- To ensure priority calls are made daily to students.
- To make daily calls to students who are not in school.
- To work with the attendance lead to ensure registers are completed accurately and in a timely manner.
- To work with the attendance lead to administer attendance letters and rewards to key students.
- To ensure registers are distributed and collected back in during fire drills and take a lead on this in the absence of the Attendance Lead.
- To support the AHT in dealing with late to school. Ensuring that systems are in place to reduce pupil's lateness.
- To complete on and off rolls- CTFS.
- To Input new admissions.
- To liaise with other schools and alternative provisions to ensure students are coded correctly and attendance is tracked.

### Pastoral:

- To undertake lunchtime supervision duties ensuring good relationships are built up with students to enhance behavioural expectations and management where required.
- To undertake examination invigilation duties having due regards to school procedures and national policy where required.
- When required to accompany an educational visit, to undertake supervision of students as directed by the party leader.
- To be part of the isolation and behaviour patrol team.

### Health & Safety

- To complete all training briefs which are issued as part of our H & S awareness programme in a timely manner.
- To ensure you are responsible for your own health & safety and that of others within the school environment.
- To assist with regular health & safety checks on equipment and furniture within your working area.
- To be responsible for neatness and tidiness of your working area.

### Support for the school:

- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of school staff by sharing own knowledge and expertise in a professional and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of students', both individually and collectively, contributing to the development of policies and procedures related to classroom management.
- Participate in staff, faculty and working party meetings.

## Contribute to the School Culture and Ethos

- To be aware of and understand the Policies and always ensure that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and school policies.
- Review and develop own professional practice. Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.
- Work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher asks relevant to the school's needs as required and are commensurate with the grade.



# Person Specification

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## Essential:

- GCSE in English and Mathematics at grade C or above.
- Use of relevant ICT software packages to support learning and complete administration/reports as required.
- Ability to interact positively and productively with students and staff.
- To be able to demonstrate proficient ICT skills.
- To be able to use initiative and have problem solving skills
- To be able to monitor and evaluate procedures effectively communicate effectively with students, parents and other colleagues
- To be able to work under pressure & organise and develop effective systems.
- Take initiative and work independently.
- Work to high levels of accuracy
- Prioritise and plan to ensure completion of tasks.
- Willingness to keep up-to-date with role specific practice.
- I committed, resilient, robust and resourceful with a record of reliability and integrity.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Demonstrates fairness, honesty, and integrity in his/her existing practice and conduct as a professional
- Willingness to participate in further training and CPD
- To be able to understand and be committed to equal opportunities for all members of the school community

## Desirable:

- High level of confidence of working on SIMS, in particular Assessment Manager and Exam Organiser modules.
- Willingness to undertake appropriate training and professional development
- Experience of office administration
- Experience of working in a school environment
- Experience of working with young people
- Knowledge and understanding of school policies and procedures





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



# THE HEYS SCHOOL

## JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD,  
PRESTWICH,  
MANCHESTER.  
M25 1JZ

**TELEPHONE:** 0161 773 2052

**EMAIL:** [jobs@theheys.school](mailto:jobs@theheys.school)

### 1. POST APPLIED FOR

<b>Post Applied For:</b>			
<b>School:</b>	The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ		
<b>As advertised in:</b>		<b>On date:</b>	

### 2. PERSONAL DETAILS

<b>SURNAME:</b>		<b>FORENAMES:</b>	
<b>TITLE: (Optional)</b>		<b>Date of Birth: (Optional)</b>	
<b>ADDRESS</b>			
<b>POSTCODE:</b>		<b>MOBILE NUMBER:</b>	
<b>TELEPHONE NUMBER:</b>		<b>NATIONAL INSURANCE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>			





### 3. CURRENT POST

<b>CURRENT EMPLOYER:</b>			
<b>JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>NOTICE PERIOD:</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<b>Reason for this application</b>			

### 4. PREVIOUS WORK EXPERIENCE

<b>NAME OF EMPLOYER</b>	<b>Dates of employment</b>		<b>Post(s) held</b>	<b>Reasons for leaving</b>
	<b>From</b>	<b>To</b>		



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**5. OTHER RELEVANT WORK EXPERIENCE**

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

**6. GENERAL EDUCATION**

School	From	To	Qualifications – Grades, awarding bodies and dates



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**7. FURTHER AND HIGHER EDUCATION**

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

**8. ANY OTHER RELEVANT QUALIFICATIONS**

Please give details of any other relevant qualifications you have for this post.

## 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate if you have any special requirements to allow you to participate fully in an interview.	

## 10. Criminal convictions or cautions

<p>You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.</p> <p>Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.</p> <p>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</p>	
<p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
Please provide name and address				Please provide name and address			
TELEPHONE NUMBER:				TELEPHONE NUMBER:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>	Reference Type: (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							



## 12. FURTHER INFORMATION FOR CANDIDATES

- \* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- \* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- \* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

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## 13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:

Date:



