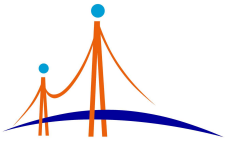


# Attendance and Administration Officer



We are Humber Education Trust.





# Attendance & Administration Officer

## We are Humber Education Trust.



Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools).

We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

### Humber Education Trust is committed to:

- Always put the needs of children first
- Celebrate what joins us and also what makes our schools unique
- Embrace links with other education providers as we seek the best outcomes for children
- Have high aspirations for everyone in the school community
- Personalise the support offered to pupils, staff members and schools alike
- Believe in system leadership
- Being passionate educators of everyone in the school community
- Welcome challenge as this promotes positive change
- Achieve the best outcomes for every individual
- Being relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



**Rachel Wilkes**

*Chief Executive Officer*





# Attendance & Administration Officer

## ATTENDANCE & ADMINISTRATION OFFICER NEASDEN PRIMARY SCHOOL

<b>Grade &amp; Scale point:</b>	4, SCP 5-7
<b>Salary:</b>	£24,790-£25,584 FTE, £18,547-£19,141 Actual, £12.85-£13.26/hr
<b>Hours of work:</b>	33 hours per week, 8am-3pm 4 days, 8am-3.30pm 1 day
<b>Contract:</b>	Permanent Term time only (190 days)
<b>Start date:</b>	ASAP Following pre-employment checks

The Headteacher and Governors of Neasden Primary School are looking to appoint an enthusiastic and motivated Attendance and Administration Officer to join our successful team.

We welcome applications from experienced Administration Officer who are skilled in providing all aspects of administrative duties within a school, supporting in the improvement of school attendance, parental engagement as well as ensuring compliance with statutory regulations.

Neasden Primary is part of Humber Education Trust. Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. If you believe in the children of Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.

### JOB REQUIREMENTS:

- Deal with reception visitors, managing the admin inbox, dealing with queries and liaising with parents/carers/pupils.
- Ensure all pupil registers are completed and maintained twice daily, overseeing the recording of late marks and processing of leave of absence requests.
- Take daily pupil absence calls, maintain a record of all phone calls and visits, keep up to date records on pupil's attendance and provide this information to the Headteacher.
- Create, manage and manipulate information relating to admissions, asset management, finance, health & safety, student or staffing information or any other service requirement and this will include producing bespoke and complex reports.
- Assist with all aspects of pupils' welfare including first aid and welfare duties.

### THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE Grade A\*-C or equivalent in Maths and English Language
- Experience of working in a school environment
- Excellent knowledge of DfE's Working Together to Improve School Attendance procedures and practice.
- Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.

If you believe in the children in Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.





# Attendance & Administration Officer

## **AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:**

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

## **HOW TO APPLY:**

Please visit our [Eteach careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

**Closing date for completed applications:** 8am, Friday 28 March 2025

**Interview date:** w/c Monday 31 March 2025

***Visits to the school are encouraged, please ring to make an appointment.***

If you have any queries regarding the role or application process, please contact Courtney Thickett, HR Administrator, at Neasden Primary School on Tel: 01482 791169.

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

## **CONDITIONAL OFFER:**

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

## **SAFEGUARDING STATEMENT:**

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



**HumberEducationTrust**  
Where everybody counts, every moment matters.



# Attendance & Administration Officer

**SECTION:** Neasden Primary **GRADE:** 4  
**JOB TITLE:** Attendance & Administration Officer **DATE PREPARED:** 14 March 2025  
**EVALUATION DATE:** 14 March 2025 **JE NUMBER:** HET90

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Schools Equal Opportunities in Employment Policy.

**PURPOSE:**  
 To provide all aspects of administrative duties within the school. To support the school in improving school attendance, parental engagement and ensure compliance with statutory regulations. To challenge non-attendance and lateness, encouraging high levels of attendance and punctuality.

## PRINCIPAL ACCOUNTABILITIES:

1	Promote and safeguard the welfare of children and young people.
2	Deal with reception visitors and keep the SBM informed of any issues affecting the smooth running of the school.
3	Manage the admin inbox, dealing with queries and liaising with parents/carers.
4	Ensure all pupil registers are completed and maintained twice daily, overseeing the recording of late marks and processing of leave of absence requests.
5	Take daily pupil absence calls, maintain a record of all phone calls and visits, keep up to date records on pupil's attendance and provide this information to the Headteacher.
6	Inspect absence systems on a daily basis, contacting families, by telephone where possible, to enquire about absence, pupils not returning, and seek an immediate return to school.
7	Assist in undertaking daily checks to ensure registration procedures are adhered to consistently across the school.
8	Input attendance data using relevant ICT packages and generate attendance reports.
9	Support the Headteacher in monitoring the registration of pupils educated off site, including those with long term absence, to undertake follow-up work as needed, including liaison with parents, staff, the LA and outside agencies.
10	Provide data to complete termly analysis and case files for persistent absent families.
11	Challenge persistent absenteeism by maintaining regular contact with parents by telephone and home visits and liaising with the Headteacher.
12	Undertake home visits with the Headteacher to investigate problems relating to school attendance. To advise parents, carers and pupils on educational policy and support with completion of statutory forms for penalising poor attendance.
13	Contribute to regular attendance meetings with SBM and Headteacher to share knowledge and highlight any concerns for our families.



# Attendance & Administration Officer

14	Take part in school meetings with parents who are displaying persistent absence to develop school led strategies in achieving good attendance in the future.
15	Administration of children admissions to the school and nursery including overseeing common transfer files, liaising with parents, past schools, the LA & the Headteacher.
16	Assist with all aspects of pupils' welfare including first aid and welfare duties.
17	Create, manage and manipulate information relating to admissions, asset management, finance, health & safety, student or staffing information or any other service requirement and this will include producing bespoke and complex reports.
18	Assist with procurement and repair of assets within the school
19	Monitor and manage stock within an agreed budget, cataloguing resources, distributing the resources throughout the school and undertaking audits as required
20	Undertake research and obtain information to inform decisions
21	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Schools, as your employer and you as an employee. In addition to the Schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Schools Health and Safety policy.

## **RESPONSIBILITIES:**

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equal opportunities for all

Contribute to the overall ethos/work/aims of the school

Establish constructive relationships and communicate with other agencies/professionals

Attend and participate in regular meetings

Participate in training and other learning activities and performance development as required

Recognise own strengths and areas of expertise and use these to advise and support others

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school.

## **GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.



# Attendance & Administration Officer

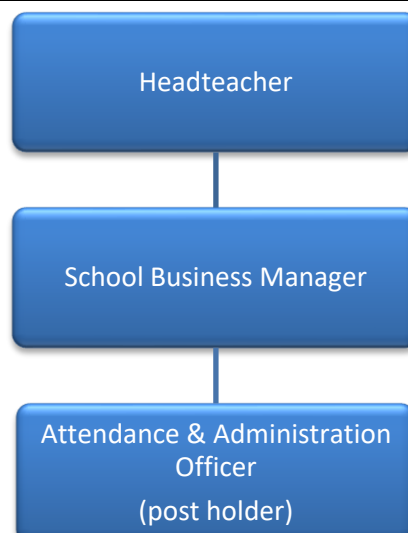
## DIMENSIONS:

- 1. Responsibility for Staff:** N/A
- 2. Responsibility for Customers/Clients:**  
To liaise with parents and outside agencies in regard to child wellbeing and welfare. Responsible for providing pastoral care/support and guidance to pupils with attendance/punctuality problems and their parents/carers in accordance with school policies and procedures.
- 3. Responsibility for Budgets:** N/A
- 4. Responsibility for Physical Resources:**  
Responsible for logging information on a daily basis, some of which is confidential and of a sensitive nature. Responsible for analysing information and producing regular reports.

## WORKING RELATIONSHIPS:

- 1. Within Service Area/Section:**
  - Parents/carers/pupils
  - SLT
  - Attendance team
  - Teaching staff
  - Support staff
- 2. With External Bodies to the School**
  - LA officers
  - Other agencies
  - Relevant staff from other schools relating to transfer
  - The community

## ORGANISATION CHART:





# Attendance & Administration Officer

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓					The post holder may occasionally have to deal with physically aggressive behaviour from pupils
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓					The post holder may occasionally come up against abuse/challenging behaviour from parents/carers/pupils
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					The post holder may have exposure to sensitive information

### Notes:

This job description may be amended at any time in consultation with the postholder.

I have read and accept the role of Attendance & Administration Officer.

Signed Postholder \_\_\_\_\_ Date \_\_\_\_\_







# Attendance & Administration Officer

## PERSON SPECIFICATION

The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

\*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation

		Essential	Desirable	How identified
<b>1. Qualifications:</b>	NVQ3 or equivalent qualification in relevant discipline		✓	AF, CQ
	NVQ2 or equivalent in relevant discipline		✓	AF, CQ
	NVQ2 or equivalent in ICT including data handling		✓	AF, CQ
	GCSE grade A* - C or equivalent in Maths	✓		AF, CQ
	GCSE grade A* - C or equivalent in English Language	✓		AF, CQ
<b>2. Relevant Experience:</b>	Experience of working with administrative systems	✓		AF, I
	Experience of working in a school environment	✓		AF, I
<b>3. Skills (including thinking challenge/mental demands):</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	Ability to produce, maintain and analyse data	✓		AF, I
	Very good numeracy/literacy skills	✓		AF, I
	Very good ICT skills	✓		AF, I
<b>4. Knowledge:</b>	Excellent knowledge of DfE's Working Together to Improve School Attendance procedures and practice.	✓		AF, I
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
<b>5. Interpersonal/Communication Skills:</b>	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		I, R
	Work as part of a team, understanding school roles and responsibilities and your own position within these.	✓		I, R
	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓		I, R
	<b>Written Skills</b>			
	Ability to write reports.	✓		AF, I, R
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>				
<b>6. Disclosure of Criminal Record:</b>				
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure

## We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

**This is us. Humber Education Trust.**





# Join our Team

## We value our employees



The following **benefits** are available to employees within our academies:

### Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

### Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure & East Riding Leisure



### Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to make a real difference to the lives of our students*



**HumberEducationTrust**

Where everybody counts, every moment matters.