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**Enquire Learning Trust Application Pack**

**Attendance Officer/Admin Assistant**

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**A group of girls in school uniforms

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**The Enquire Learning Trust**

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don’t believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

**Values**

* We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
* We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
* We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
* We take learning seriously and work together to create a vibrant culture in which this can happen.  We know that it’s what we do that counts and that our thinking must be visible in classrooms if it is to have leverage.  Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

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**Moorside Primary Academy**

Moorside Primary is privileged and proud to be trusted to educate and nurture in excess of 440 pupils in the local community of Droylsden. Our vision is **'Every child will be a confident, resilient and lifelong learner who has strong foundations to become successful and achieve their full potential.'** The school is currently at an exciting and promising stage in its development, and we are seeking an inspiring and highly effective Pastoral TA to join our pastoral team. The post is varied and presents an exciting opportunity not only to be involved in the planning and delivery of quality interventions across the school, but also promote positive behaviour and support children’s physical and emotional development through working in partnership with parents.

As part of the Enquire Learning Trust, one of the country's most successful primary Multi Academy Trusts, we have access to a highly skilled, creative network of schools that work together to continually improve and innovate.

Moorside is a nurturing and exciting place to teach and learn where staff take great pride in being the best possible role models for all children. It is a place where mutual respect and understanding allow children to flourish as individuals and learn to the best of their ability.

School provides a wealth of enrichment opportunities for children including many opportunities to participate in sports and clubs where children can excel and engage with a wide range of opportunities beyond the curriculum.

Community and parental engagement are a high priority for us as we value the support of the community and parents, as first educators of children. We understand the positive impact that this partnership can have on a child’s sense of belonging.

All of our staff work incredibly hard and are highly dedicated to serving the local families within our community. If you would like to join a team that is always ‘Striving for Excellence’ and always pushing itself to be better and you think that Moorside is the place for you, then we would like to hear from you.

We hope that you have been able to get an insight of Moorside and what our key values and aspirations are for our children. If these match your own values, then we would love to hear from you!

Mr S. Ismail



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Principal and Fellow (FCCT)

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**TA Scale 12 – 17 (dependent on qualifications and experience)**

**£27,711 to £30,060 pro rata**

**36 hours per week TTO**

**Required: After Easter (or as soon as possible)**

Moorside Primary Academy is a large, two-form entry primary school. We are ambitious and aspirational for our children and value the support of our local community in Droylsden. As part of the Enquire Learning Trust, we enjoy the benefits of being part of a forward-thinking and innovative community of 32 schools. We are lucky to benefit from a wealth of CPD opportunities as well as having the opportunity to engage with fellow professionals who share our passion and commitment to children’s learning.

The Academy is committed to safeguarding and promoting the welfare of all its pupils and prides itself on the standards achieved in all areas.

We are seeking an Attendance Officer/Admin Assistant who:

* Believes in our vision and values and will strive for the very best for all our children.
* Can provide support and guidance to pupils, families, and staff to promote positive behaviour, attendance, and well-being
* Can help create a safe and inclusive environment that fosters the social, emotional, and academic development of all pupils
* Can work closely with families, providing support and guidance to ensure their needs are met, and their involvement in their child's education is encouraged.
* Can be flexible and remain positive when key changes are made.
* Has high expectations of themselves and the children in their care.
* Is energetic, creative and passionate about making a difference

We can offer:

* Children who are polite, keen to learn and aspire to be good citizens.
* A supportive and highly motivated Pastoral Team
* An ethos of shared development and a culture of learning from each other.
* Supportive, skilled and happy colleagues.
* A commitment to your professional development including a wealth of CPD opportunities both ‘in-house’, locally within our Hub Cluster and throughout the Trust. You will be a valued member of the team.

Moorside is a fun and exciting place to work where every member of staff is valued and puts the interests of the children first. If you share the same values, then we would love to hear from you!

The Academy is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The position requires an Enhanced DBS (Disclosure and Barring Service) Check.

Further information about our Academy can be found on www.moorside-primary.net

Further information on our Trust can be found on www.enquirelearningtrust.org

Visits to the school are warmly welcomed and can be arranged by contacting the school office. If you have any further queries or questions, please do not hesitate to contact Mrs Metcalfe (Academy Business Manager) either by phoning 0161 370 3614 or by email below.

Interviews will include a teaching task as part of the interview process.

**Closing date:**

**Interview Date:**

**Completed application forms to be returned to Debi Metcalfe at the school address or by email to D.Metcalfe@moorside-primary.org**

**The Trust is committed to Safeguarding and Promoting Welfare of Children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Service checks along with other relevant employment checks**

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**Job Description**

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| **Academy** | Moorside Primary Academy |
| **Job title** | Attendance Officer/Admin Assistant |
| **Responsible to** | Academy Business Manager / Principal |
| **Responsible for** | N/A |
| **Financial Responsibility** | N/A |
| **Working Environment** | Primarily Academy based  Limited exposure to unpleasant or hazardous situations |
| **Physical Effort Required** | Some requirements for standing, walking, lifting and carrying, taking deliveries |

**Main Purpose of the Post**

To use data to analyse and closely liaise with the Safeguarding Lead, Education Welfare Officer and Principal to monitor pupil attendance.

To identify and implement intervention strategies to address and continually improve attendance and punctuality for targeted pupils.

To contribute as required to the academy’s aims and objectives of developing teaching and learning standards and improving pupil achievement.

To ensure that academy systems, procedures and operations are compliant and in line with Trust policies and expectations.

To provide general administrative support to the School under the Office manager's and SLT's instruction to assist in efficiently running the School Office.

**Key Requirements**

* Excellent literacy and numeracy skills
* An ability to build positive relationships with our families
* Ability to work well under pressure
* To present and maintain a high level of family service and professionalism at all times
* Ability to analyse data, identify patterns and highlight concerns regarding pupil attendance

The holder of this post is expected to carry out the professional duties within the Academy as described below. Furthermore, the post-holder is expected to carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

The post-holder is required to fully support the vision, ethos and policies of the Trust and the Academy.

This job description may be amended at any time following a discussion between the Principal and the member of staff. It will be reviewed annually as part of the performance management process.

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| **Administration Management/Pupil Administrator** |
| * Providing a warm welcome to all. Dealing with telephone and face-to-face enquiries efficiently and professionally. * Ensure that front-line enquiries from staff, pupils, parents and visitors are dealt with promptly and effectively * Ensure the provision of an adequate administrative support and reception service * Updating manual and computerised records/management information systems. * Placing orders, checking goods and monitoring paperwork * Updating and distributing communications which may include but is not limited to the school’s website, social media, school noticeboards, newsletters and other communication with parents, colleagues and the community. * To assist the School Office and Business Manager in marketing the school. * Maintaining the school diary. * To produce reports from the Management Information System under the direction of the School Office and Business Manager * General administrative duties such as photocopying, filing, emailing and completion of routine forms. This could be directly supporting the Principal SLT or Business Manager. * Keep the ‘general office’ organised and paperwork and data filed securely and appropriately * Open, record and distribute post when required * Word-processing confidential letters, reports and associated documents * Ensure all pupil records and documents are properly maintained and up to date via Bromcom, including monitoring of attendance * Work alongside the Office Manager and ABM to ensure the academy is GDPR compliant * Co-ordinate after-school clubs * Manage stationery and stock control * Help organising of school events |

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| **General** |
| * Support the academy’s commitment to safeguarding children and always promoting their welfare and wellbeing * Be aware of and comply with all Trust/academy policies * Contribute to the overall ethos, work, aims and objectives of the academy * Participate in training, other learning activities and performance management as required * Attend Trust and academy meetings as required * Provide any other support deemed reasonable, in line with the role, responsibilities and grade |

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| **Attendance Officer – alongside Senior Leadership Team** |
| * Implement and ensure all staff adhere to the Academy attendance Policy, including contacting parents/carers of absent children * Work closely with the Safeguarding Lead and Principal to identify any patterns, issues and ways of supporting families to improve attendance * To check on late pupils. * To ensure all unexplained absences are accounted for, seek the reason for absence via telephone or letter home if required. * To check the accuracy and correct coding on registers. * To follow Attendance policy and send out letters as required. * Identify individuals and/or groups of pupils that require additional support to improve their levels of attendance and punctuality. * Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance. * Making home visits to pupils and parents/carers as appropriate. * Initiate and follow through with appropriate sanctions in liaison with the relevant colleagues and other professionals, including fines and court action linked to the local authority system * In liaison with relevant colleagues/school management, attend follow-up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality. * Liaise with outside agencies (Including the EWO), parents/carers, social services, other schools and/or organisations in relation to information on pupil attendance and punctuality * Establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals. * Provide accurate and timely attendance and lateness reports to relevant colleagues * Support the transition points and new arrivals. * Supporting and checking on pupils who are out of school for any reason, for example, suspension or attending alternative provision. * Report any welfare and/or child protection concerns as per school policies and procedures. * Completion of accurate statistical returns regarding pupil attendance and punctuality as required by the school, local authority and DfE. * Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised. * Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy * Undertake professional development activities to enhance personal development and job performance, through the provision of training and mentoring. * Attend relevant school meetings, as well as any other meetings associated with this role. Any other reasonable duties as required by the Headteacher. * Closely monitor attendance using Bromcom and identify patterns and issues * Produce detailed reports outlining current attendance and identify areas of concern * Identify cases of persistent absence and monitor closely with SLT and EWO * Respond to requests for absences from parents after liaising with the Principal. * Record details of monitoring, ensuring compliance with all data protection requirements |

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| **Moorside Primary**  **Academy** | **Person Specification**  **Attendance Officer/Admin Assistant** | | Moorside Primary Academy |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| Qualifications and Training | * 5 GCSE’s with a minimum of grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education * A good standard of general education, in particular, the ability to write to a high standard of literacy and develop reporting writing skills * Good level of IT competence, including word and excel * A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification | BROMCOM training/experience  Attendance training/experience  Safeguarding training | Application and certificates |
| Experience | * Record keeping and organisation * Liaising with members of the public, staff, management and organisations * Knowledge of the school’s behaviour and management policy and procedures * Knowledge of the school’s fire and emergency procedures * Knowledge of Child Safeguarding procedures * Up-to-date knowledge of attendance regulations * Awareness of legislation relating to the welfare and protection of young people * Using IT systems to compile reports as well as analysing statistical data for monitoring purposes * Working with young people and their families, preferably within an educational context | Working in a school office environment  Carrying out routine safeguarding checks  Working with professionals and other agencies in a multi-agency context  Experience working with children and within a school attendance-related service  An understanding of issues that may affect a pupil’s ability to attend school | Application form  References  Interview |
| Skills and Knowledge | Well-developed administrative and organisational skills  Excellent literacy and numeracy skills  Proficient and competent in the use of Microsoft Excel spreadsheets  Good organisational skills  Excellent verbal and written communication at all levels  Ability to prioritise, plan and organise work effectively  Ability to organise and conduct Attendance Meetings with the Principal  Ability to cope with stressful/conflict situations  Ability to manage home visits  Sensitivity in dealing with confidential issues  Ability to persuade and negotiate and have the confidence to challenge difficult behaviour  Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other requirements are met  Good communication skills, both written and oral, with both adults and young people  Personal credibility to deal with a wide range of stakeholders and represent the school in dealing with external representatives  Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups  Maintain a professional and positive manner | Experience of school administration systems e.g. BROMCOM, Tameside Portal, Class Dojo, MCAS  Experience of working with outside agencies e.g. Education Welfare Officers and Social Care | Application form  References  Interview |
| Personal Qualities | To be able to develop effective positive working relationships  The ability to handle difficult situations in a professional and efficient manner  To undertake training as appropriate  Ability to demonstrate complete confidentiality and discretion  To be able to demonstrate the values and culture of the Academy/Trust and commitment to the welfare and safeguarding of children |  | Application form  References  Interview |

*The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.*

**DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.*

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

*All* documentation will be treated confidentially and processed in accordance with Data Protection regulations.