



Recruitment Information Pack

Admissions & Attendance Officer

David Nieper Academy
Grange Street, Alfreton, Derbyshire, DE55 7JA
T: 01773 832331

July 2017

Dear Applicant

Thank you for showing an interest in the post of Admissions & Attendance Officer at the David Nieper Academy.

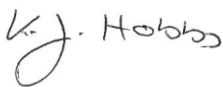
Our Academy is sponsored by the David Nieper Education Trust, together with local employer partners, who are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand new purpose-built facilities, which we moved in to in February 2017, we believe that this is a truly exciting time to join the academy.

Our aim is to raise standards, expectations, inspire excellence and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond.

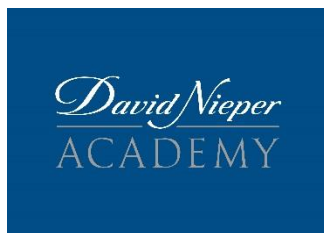
If you like the sound of the academy, and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by 12 noon on Monday 21st August 2017. Interviews will be held shortly after the closing date.

If you have any queries or if you would like to visit, please contact Mrs Michelle Hackett, PA to Headteacher, via email at mhackett@davidnieper.academy from the 14th August 2017.

Yours faithfully

A handwritten signature in black ink, appearing to read 'K. Hobbs'.

Kathryn Hobbs
Headteacher



David Nieper Education Trust

Admissions and Attendance Officer

David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA

Age Range – 11-18

37 Hours / 41 Weeks per year (term time only plus 3 weeks)

8am - 4pm Monday to Thursday

8am-3.30pm Friday

Responsible to Finance & Operations Manager

Start: September / October 2017

Salary: £19,407 - £21,164 FTE (Pro Rata £17,470 - £19,052)

The David Nieper Academy is a newly formed Academy in Alfreton. A new school building opened in February 2017 therefore this is an immensely exciting time to be joining the academy and being a key component in the development of the new Academy.

The Governing Body is seeking to appoint an Admissions and Attendance Officer to work alongside the admin and the pastoral teams to ensure efficient admission to the academy and to promote excellent attendance, reduce levels of absence and work with students and families to promote the importance of good attendance.

The successful candidate must be able to function well as part of a team, have excellent communication, interpersonal and IT skills along with a 'can-do' attitude. They will need to be highly organised and have the ability to work under pressure and to deadlines, showing initiative and acting proactively when required.

The Governing Body is committed to the safeguarding of children and young people so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

How to Apply

To apply please complete and return an application form along with your covering letter, clearly demonstrating your suitability for this post. Send via email for the attention of the Headteacher's PA, Mrs Michelle Hackett, to mhackett@davidnieper.academy

Closing date for applications: 12 noon on Monday 21st August 2017.

Interviews will take place shortly after the closing date. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

MAIN DUTIES AND RESPONSIBILITIES:

- Administration of the Academy's admission procedures for starters and leavers including in-year transfers.
- Maintain full destination data on all pupils.
- Completion and submission of census and other statutory returns on behalf of the Headteacher.
- To be responsible for the administration of student attendance within SIMS, ensuring all registers are completed.
- Check registers every morning and contact parents/carers on the first day of absence or as soon as possible thereafter.
- Liaise with parents/carers for updates on student's attendance – including making and receiving phone calls / voicemails / text messages.
- To record and monitor late arrivals – including signing in late students on InVentry system and importing data into SIMS.
- To issue student detentions in line with the Academy's behaviour policy, notifying parents/carers via text message and monitoring attendance.
- To attend and participate in pastoral meetings as required.
- To liaise with the education welfare team, social workers, or other professionals as required.
- Liaise directly with the appropriate Progress and Achievement Leaders, Pastoral Support Managers and Senior Leadership Team, updating them with information and causes for concern.
- To manage school correspondence in respect of attendance, issuing letters and liaising with staff as appropriate.
- To identify and monitor pupils with low attendance, producing warning letters and contacting Derbyshire County Council to send fixed penalty requests if required.
- To provide relevant reports/analysis in preparation for meetings.
- To provide accurate attendance reports and statistics, thereby ensuring that information is available for internal and external use.
- To complete any paperwork and corresponding attendance information relating to exclusions.
- To maintain the detention logs and communicate with parents, pupils and staff to ensure the effective running of this process.
- Maintain student files and filing
- To attend home visits with pastoral team for poor attendance/pastoral concerns.

- To process absence requests and produce letters as required
- To organise and lead on attendance meetings for students with low attendance.
- To further develop ways of improving systems and procedures.
- To provide administrative support to staff as required.
- To provide support and deal with enquiries from students.
- To manage enquiries from parents/carers.
- The successful candidate will work towards fulfilling the academy commitment to a high quality of service and will promote and embody the academy ethos.

General

- Attend and participate in staff and working group meetings and training as appropriate.
- Adhere to work practices and policies including those relating to Equal Opportunities.
- Any other duties requested by the Headteacher.

Person Specification- Admissions and Attendance Officer

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
<ul style="list-style-type: none"> • Educated to NVQ Level 3 or equivalent • GCSE (Level 2) or higher qualifications in English and Maths 	<ul style="list-style-type: none"> • Higher Level Qualifications • Evidence of ongoing professional development
SKILLS/KNOWLEDGE/EXPERIENCE	
<ul style="list-style-type: none"> • Excellent IT skills • Excellent communication skills both written and oral • Appropriate level of literacy and numeracy skills • Experience of dealing with children and families, preferably within an educational context. • Evidence of responding quickly to stakeholder needs and resolving concerns • Evidence and experience of responding positively to change • Experience of working with external agencies • Proven ability to work to deadlines • Working with management information systems • Use of IT systems to compile reports and analyse data 	<ul style="list-style-type: none"> • Experience of working in a school or other educational institute an advantage • SIMS experience • Awareness of Safeguarding and Child Protection issues • Knowledge of Admissions and Attendance regulations
PERSONAL QUALITIES	
<ul style="list-style-type: none"> • Ability to communicate clearly with parents and professionals and a willingness to help and advise others • Highly organised • Methodical and attentive to detail • Ability to work accurately and under pressure • Ability to adapt to changing work loads • Self-motivated and ability to motivate others • Flexible team worker • Well presented & personable • Sense of humour • Genuine enthusiasm and the ability to work well within a wider staff team • To work within the spirit of Academy Policies on Equal opportunities, Child Protection, Health and Safety, Finance, Smoking etc. 	

Method of Application

1. We will only accept applications on the David Nieper Academy application form. Curriculum Vitae will not be accepted.
2. The statement in your application should focus on:
 - Candidate's previous experience which will help in successfully undertaking the role
 - Personal skills to benefit the learning by students at the David Nieper Academy.
3. For any queries or if you would like to visit, please email mhackett@davidnieper.academy after the 14th August 2017.
4. Completed application forms to be returned via email for the attention of the Headteacher's PA, Mrs Michelle Hackett, mhackett@davidnieper.academy no later than 12 noon on Monday 21st August 2017.
5. The academy operates a NO SMOKING policy on site.
6. Interviews - Candidates invited to interview will:
 - (a) Have the opportunity to tour the academy
 - (b) Complete an In-tray exercise
 - (c) Have a formal individual interview with the selection panel.

K. Hobbs
July 2017