



ATTENDANCE OFFICER RECRUITMENT INFORMATION PACK

Serlby Park Academy
Whitehouse Road
Bircotes
Doncaster
DN11 8EF

RECRUITMENT INFORMATION PACK

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November 2017

Dear Applicant

Post: Attendance Officer

Thank you for expressing an interest in the Attendance Officer position at Serlby Park Academy.

This is an exciting time to join our team and make a real difference. Our aim is to provide a centre of excellence for our learners so we are thrilled to have settled into our new academy with its outstanding facilities.

Given that we are striving for excellence we are looking to appoint individuals who have the skills, experience and motivation to ensure we achieve our goals.

We have a friendly and supportive Academy team, set within the Delta Academies Trust (formerly School Partnership Trust Academies) structure, which means we are able to offer our employees a wide range of development opportunities so that they feel more skilled and more valued. Serlby Park staff are a very happy staff who engage positively in the ethos of the Academy.

Please find enclosed an application form, job description and person specification for your information, but if you would like further information about the role, please do not hesitate to contact me by phoning 01302 742535.

I look forward to receiving your application in due course.

Yours faithfully

Rebecca Thompson
Principal

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at www.deltatrust.org.uk

Vision

'Changing lives'

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the 'Seven Principles of Public Life'
- Promote environmental awareness and protection locally, nationally and globally

Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobssouth@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

**SERLBY PARK ACADEMY
ATTENDANCE OFFICER
Full Time / Permanent
Term time only plus 10 days**

Salary: Grade D (£17,772 - £18,746 pro rata)

Required for as soon as possible

We are seeking to appoint an Attendance Officer, who is inspirational, ambitious, determined and committed to positive outcomes for young people. This person must have a professional approach to their work, and will be joining our supportive and dedicated team.

The successful candidate will:

- Have experience of working within an administrative role
- Have good communication skills.
- Be smart and professional in appearance.
- Have some knowledge of Attendance Procedures

Delta Academies Trust is committed to pursuing the very best for every student to ensure that “no individual is left behind”.

Visits to the Academy are warmly welcomed by appointment.

Closing Date: Monday 27th November at 12 noon

**An application pack can be downloaded from
recruitment.deltatrust.org.uk
or by contacting our recruitment team on
0345 196 0095
or email
jobssouth@deltatrust.org.uk**

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

SERLBY PARK ACADEMY

ATTENDANCE OFFICER JOB DESCRIPTION

Post: Attendance Officer
Salary: Grade D (pt. 17-19)
Hours: TTO + 10 days
Responsible to: Principal/Head of Primary

Purpose of the job:

To be responsible for the administration of student attendance via SIMS and lesson monitor, the production of attendance charts, statistics and evidence for penalty fines/court cases. To provide general clerical support including typing/word processing, reprographics, filing, etc. of reports, letters, minutes of meetings etc. when required.

Duties & responsibilities:

- To work in partnership with SLT in undertaking late gate duties, placing students in late detentions when appropriate
- To deal with responses from parents, amending registration marks and adding notes to lesson monitor to show reasons for absence
- To check marks on lesson monitor and amend where necessary
- To update the daily attendance data
- To produce weekly attendance statistics showing relevant daily/weekly trends, plus attendance figures in an attendance chart for each tutor/class group and issue to tutors/teachers to display
- To produce weekly attendance figures for each year group and tutor/class group
- To update attendance notice boards on a weekly basis with guidance from the Principal/Head of Primary
- To design/print weekly attendance certificates and arrange gift vouchers and other prizes as required
- To accompany the Learning Manager/Head of Primary on home visits as required
- To produce an attendance printout for each student every half term which will be sent home
- To collate and update general data and persistent absence figures and complete returns on a half termly basis for the Executive Principals/Principal/Head of Primary
- To provide a half termly analysis of data on individual, year and academy basis for a variety of audiences and purposes
- To attend meetings with the Learning Manager/Head of Primary to discuss students with attendance problems and identify students who should be referred to the local authority for court proceedings or penalty fines
- To produce half termly accurate statistical evidence for penalty fines and court cases
- To design and print certificates and posters as required by the Principal/Head of Primary and posters to promote good attendance, publicising the awards for each tutor group notice board
- To order gift vouchers and prizes through the Finance Office as required
- To update annual figures on attendance as required by the academy
- To be aware of and comply with academy policy and procedures

- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To contribute to the overall ethos/work/aims of the academy
- To participate in training and in other learning activities as required
- To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidence as appropriate

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other Trust staff
Internal: Students, staff, EAB members, parents and visitors to the academy

This job description may be subject to change, following consultation between the post holder and the Academy.

PERSON SPECIFICATION
Attendance Officer

QUALIFICATIONS	Ess	Des	MOA
GCSE Grade C in English and Maths, or equivalent	*		A/I/C
NVQ Level 2 Administration, or equivalent		*	A/I/C
Appropriate knowledge of first aid		*	A
KNOWLEDGE & EXPERIENCE			
An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	*		A/I
Relevant work experience or vocational training with regard to office work	*		A/I
A good knowledge of a range of standard computer packages e.g. Microsoft Office, Outlook email	*		A/I
Experience of using SIMS or similar programme		*	A/I
SKILLS			
Able to use basic technology – computer, video, photocopier	*		A/I
Able to communicate effectively face to face, by telephone and in writing with a wide range of people	*		A/I/R
Able to relate well to children and adults	*		A/I
Able to work sensitively with confidential information	*		A/I/R
Able to work with a high level of accuracy	*		A/I/R
Able to work to demanding and often conflicting deadlines	*		A/I/R
Able to work with a minimum of supervision	*		A/I/R
Ability to build positive relationships with all stakeholders	*		A/I
Ability to work constructively as part of a team	*		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	*		A/I
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

Key: MOD=Method of Assessment, Ess=Essential, Des=Desirable, A=Application, I=Interview and assessment, R=Reference, C=Certificate

ACADEMY'S STATISTICS PAGE

Serlby Park Academy Facts and Statistics	
Type of School	Academy
Age Range	3-18
Location	Bircotes, Doncaster, DN11 8EF
Denomination	Non-denominational
Co-educational or single sex	Co-educational
Specialisms	Business and Enterprise, MFL
Number of students on roll	795
Attendance	94.2%
Date school established	1 st September 2011
School Awards	Please see attached sheet
Number of teaching staff	46
Number of associate staff	67
% of students on free school meals	23%
% of students with SEN- statemented	4%
% of students with EAL	1.6%