



ATTENDANCE OFFICER

APPLICATION PACK



Dear Applicant,

Thank you for showing an interest in joining The Bolton Impact Trust.

Bolton Impact Trust Academies have been delivering high quality Alternative Provision and Special Education to students in Greater Manchester and Lancashire for over 20 years and we are proud of our track record of making a real difference to children's lives in our area.

Our aim is to inspire every young person to acquire the knowledge, skills and experience necessary, both inside and outside the traditional classroom environment, to fulfil their true potential. Developing self-esteem, confidence and resiliency are major goals for us and preparing our young people to enjoy worthwhile and fulfilling lives back in their own communities after attending the Impact Trust Academies is a crucial part of our work.

We think that our Trust is a very special place where we respect individuality, diversity and difference. Every child who joins us is afforded a fresh start and every adult who joins our team is given the opportunity to contribute. Staff Wellbeing is extremely important to us and we offer attractive support packages including Employee Assistance Programmes, Wellbeing Credits and enhanced CPD opportunities.

We are now looking to appoint to the pivotal role of attendance officer at our secondary alternative provision, Youth Challenge Academy. If you are a highly personable, motivated, organised professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of our dedicated Youth Challenge team then we would love to hear from you.

Yours faithfully

Paul Hodgkinson



CEO – Bolton Impact Trust

ADVERT – ATTENDANCE OFFICER

Youth Challenge (part of Bolton Impact Trust) are seeking to appoint an enthusiastic and dedicated Attendance Officer to monitor, analyse and improve attendance at Youth Challenge. The Academy currently has capacity for 87 pupils, the majority of whom have complex home lives and have had previous negative experiences within education. Through forging strong working relationships with pupils, families, other staff and external agencies, you will remove barriers to attendance and support students in attending school regularly and getting the most out of their education.

Why you?

- You are an organised administrative professional, with excellent attention to detail.
- You are highly personable and an effective communicator.
- You are an innovative thinker and problem solver.

The successful applicant will have excellent ICT skills, be a team player and show a commitment to improving pupil outcomes.

Why choose us?

- At BIT we value all members of staff. We have a strong focus on staff wellbeing, providing access to wellbeing support services via a dedicated wellbeing charter
- We are a growing Multi Academy Trust (MAT)
- Guidance of a supportive and experienced executive leadership team who invest in the development of their teams and the Trust
- Encouragement of further and continued professional development
- Competitive salary
- Fantastic Local Government Pension Scheme

This role is full time and permanent

To apply, please follow the link and complete an online application form. The link can be found on the vacancies page of our website.

<https://www.boltonimpacttrust.org.uk/join-us/vacancies>

If you require any further information about this role please contact the Youth Challenge Academy Lead, Viki Sutton at suttonv@boltonimpacttrust.org.uk or on 07904319345.

Applications should be submitted by Sunday 15th October 2023 at 12pm to gavinv@boltonimpacttrust.org.uk

Interviews will be held in the week commencing 30th October 2023

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

Our academies safeguarding policies can be found on the safeguarding section of the trust website www.boltonimpacttrust.org.uk

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. Following shortlisting we will also undertake an online search on all applicants to confirm a candidate's eligibility, and to identify any potential safeguarding concerns or risks to the Trust's reputation. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service and overseas checks were applicable before your appointment is confirmed. Successful applicants will be subject to all necessary safeguarding checks as per Keeping Children Safe in Education.

JOB DESCRIPTION

Job Title	Attendance Officer
Salary	Grade 5 £29,980-£33,332 Pro Rata Term time only plus 5 days
Location	Youth Challenge Academy Smithills Dean Road Bolton BL1 6JT
Hours of Work	Monday to Thursday 8:30am to 4:30pm Fridays 8:30am to 3:30pm
Contract	Full time, Permanent
Responsible to	Designated Safeguarding Officer
Job Purpose: To support the overarching aim of improving student attendance by providing a comprehensive administrative service.	
Main Responsibilities: <ol style="list-style-type: none"> 1. Input of accurate student data including attendance, religious holidays, dual registration, unauthorised absence, punctuality, sickness related and truancy to ensure data is up to date 2. To liaise with mainstream schools, work experience providers, other alternative provisions and other professionals 3. Supply and evaluate attendance data to the deputy academy lead as requested 4. Supply data to senior leaders around specific cohorts and issues identified via attendance to weekly SLT meetings 5. Sign students in and out of the building 6. Inputting register information accurately 7. Report trends in data inputted to the line manager 8. Follow Trust and Academy policies around school attendance 9. Challenge student attendance through effective working with parents directly on the telephone and in person 10. Undertake home visits for targeted students 11. Responsible for tracking and monitoring of key cohorts of students 12. Counsel and support students for whom attendance is a barrier to learning 13. Identify and report safeguarding concerns linked to attendance to the safeguarding team 14. Deal with immediate concerns, problems or emergencies that may arise with a student's attendance using school and Trust policies 	
General <ul style="list-style-type: none"> • Contribute to Academy life and the overall vision, values and guiding principles of the academy • Attend and participate in training events and participate in project teams 	

- Attend and participate in regular meetings
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns
- To carry out any other reasonable requests from the senior leadership team as and when required

Bolton Impact 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 and individually take responsibility for doing so.

PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
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EXPERIENCE AND QUALIFICATIONS

Experience of administration and record keeping in a school environment	D	AF/I
Experience of working with databases, spreadsheets and a Microsoft Office systems	E	AF/I
Experience of working with SIMS	D	AF/I

KNOWLEDGE AND SKILLS

Excellent organisational skills	E	AF/I
Excellent written and oral communication skills	E	AF/I
Ability to work with a variety of stakeholders including staff, pupils and parents/carers	E	AF/I
Ability to work under pressure and to set deadlines for self and others	E	AF/I
An ability to demonstrate ICT skills commensurate with the role.	E	AF/I
An understanding of and commitment to safeguarding and promoting the welfare of children and young people.	E	AF/I

PERSONAL ATTRIBUTES

High levels of integrity honesty and credibility	E	AF/I
Highly motivated, confident, 'can do' problem-solver and self-starter	E	AF/I
Resilience, flexibility and the ability to retain a sense of perspective	E	AF/I
Ability to work as part of a team	E	AF/I
High levels of integrity honesty and credibility	E	AF/I