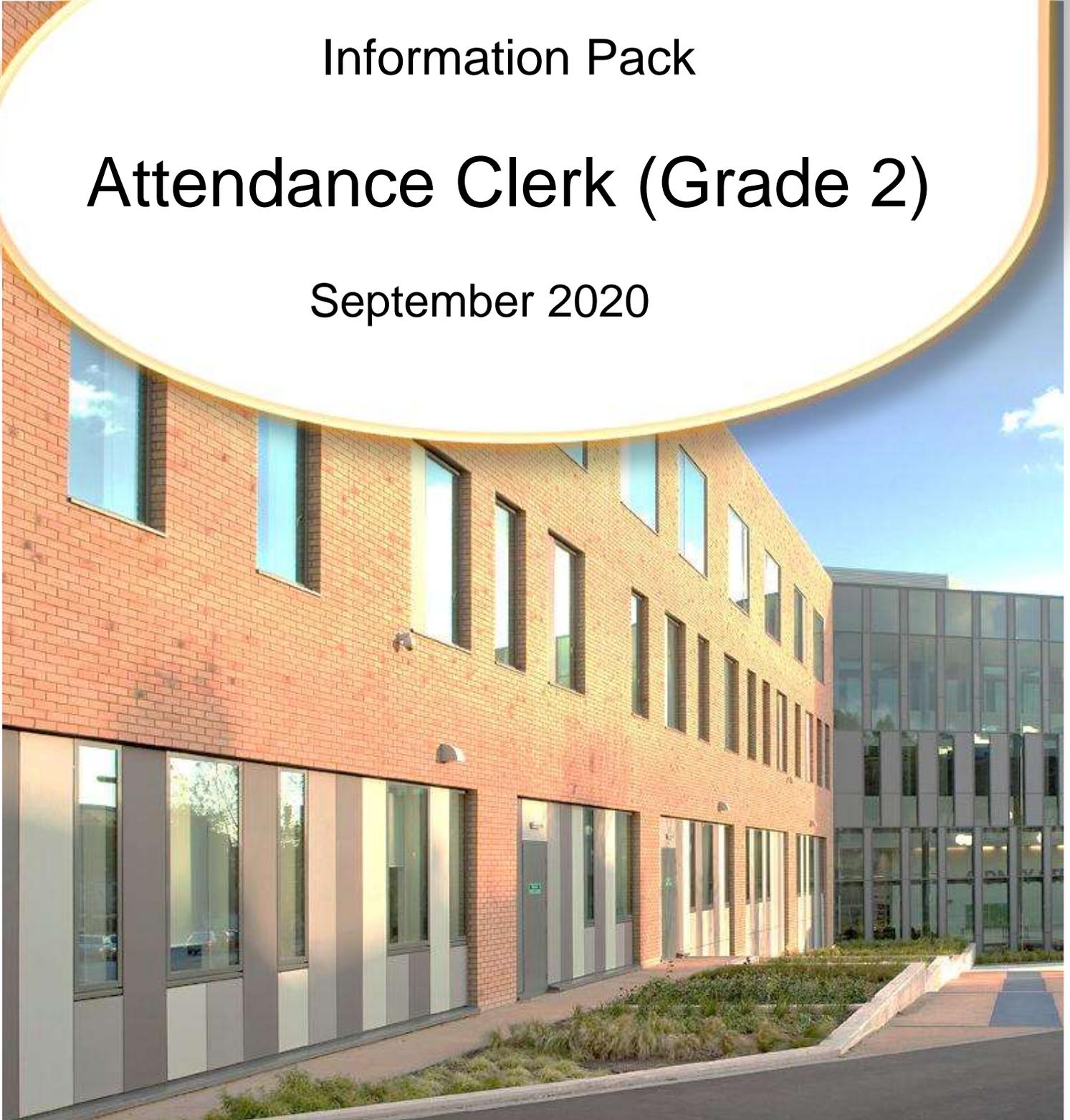


Information Pack

Attendance Clerk (Grade 2)

September 2020



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.



All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Attendance Clerk

As a Attendance Clerk you will be the first point of contact in dealing with student absence.

You will be responsible to and assist the undertaking clerical and administrative duties associated with student attendance.

We are looking for someone who is friendly, calm, assertive and able to work independently.

You will be part of a team and well supported by your line manager.

Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/
Holidays
- Cycle Scheme
- Childcare Voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



JOB DESCRIPTION – Attendance Clerk (Grade 2)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 2
Hours: 28 hours 45 minutes per week – Monday – Friday 8.15am – 2.30pm term time only
Section: Reception

JOB PURPOSE:

To be responsible to and assist the Operations Manager in undertaking clerical and administrative duties associated with student attendance.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Attendance Administration

Assist with the relevant Manager/ALT member with the administration of school attendance procedures including:

- Understand and manage on a daily basis the academy attendance database.
- To ensure the academy's attendance data is kept accurately and up to date.
- To check class registers and liaise with teachers to ensure they are completed correctly
- Undertake the day-to-day inputting of amendments to the computerised attendance system.
- Manual updating of attendance data including the processing of:
 - Late students
 - Students leaving school for appointments
 - Holidays or other absences
- Contacting parents/carers on the first day of absence from school to ascertain reason for absence- by telephone, letter, texting, etc.
- Set up and adjustments to Attendance Database as and when needed by the school.
- Liaise with relevant Assistant Head Teacher, Year Managers and Education Welfare Officer regarding attendance matters on a regular basis.
- To assist with the identification of pupils who will receive support in improving their attendance record
- To chase unexplained absences when an explanation has not been provided by parents.

- To be proactive in identifying patterns of absence and alerting appropriate staff so that action may be taken.
- To check attendance of exam candidates working with all levels of staff to ensure students sit the examinations they have been entered for.
- To work in partnership with relevant staff, Teachers, Senior Manager, Pastoral staff, Teaching Assistants, Education Welfare Officer, MAT to exchange information and determine appropriate levels of intervention to promote and improve good attendance.

Statistical/Official Returns

- Prepare attendance information for school returns as and when returns are required by the school or external agencies.
- On a weekly /daily basis reports for internal use within the school such as current absences/weekly lateness etc.
- Other Administrative Duties
- Assistance with reception duties regarding students' attendance at school- i.e. lates, appointments, registers etc.
- Other clerical duties as needed by the school such as word processing, helping cover absent staff, telephones.
- Undertake, as required, other duties and responsibilities appropriate to the grade and range of the post.
- Work as part of reception where necessary.
- Undertake such other duties as are within the scope and the spirit of the job purpose, the title of the post, and it's grading as may from time to time be determined by the Head Teacher or Operations Manager.
- The post holder will be responsible and accountable for carrying out duties and responsibilities of the post with regard to the Academy Equal Opportunities policy.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published Academy policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a

role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own

continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: R Kershaw (September 2020)

PERSON SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS
KNOWLEDGE	<ul style="list-style-type: none"> ▪ An understanding of office procedures ▪ Knowledge of basic filing systems used on a computer
SKILLS	<ul style="list-style-type: none"> ▪ Liaise and communicate effectively with other staff of the school and other agencies such as the LEA ▪ Ability to prioritise, organise and plan work in advance ▪ Use a telephone and respond to people’s requests for assistance or advice
ABILITIES	<ul style="list-style-type: none"> ▪ Able and willing to project a customer friendly approach to work ▪ Able and willing to follow and adhere to recognised procedures ▪ Able to use a computer and its word-processing capabilities. ▪ Able to demonstrate flexibility in responding to a variety of tasks ▪ Ability to maintain confidentiality at all times ▪ Able and willing to work as part of a team
EXPERIENCE	<ul style="list-style-type: none"> ▪ Clerical background ▪ Using ICT and office equipment ▪ SIMS experience preferred but not necessary as training will be provided
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> ▪ Good standard of general education, including English and Mathematics

Attendance Clerk

Grade 2 - £11,584 to £12,052 pa (actual salary)

28 hours, 45 minutes per week – Term time only

Monday – Friday 8.15am – 2.30pm

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

We are looking to appoint a friendly and enthusiastic Attendance Clerk to work with an established and happy team. No day is ever the same and you will be required to be able to think on your feet in a busy environment maintaining a high degree of accuracy in all you do.

If you would like further information or to discuss the post in more detail then please contact

Debbie Campbell (Operations Manager) - dcampbell.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk – ‘*Vacancies page*’

Please return completed application forms to Ghausia Bhatti (HR) -

[**gbhatti.staff@sidneystringeracademy.org.uk**](mailto:gbhatti.staff@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Friday 25th September 2020 at 12 noon

Interview date : to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.