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Academies Trust

As a colleague at Co-op Academies Trust, you'll work within a diverse learning community, striving to deliver an outstanding working and learning experience for all. You will be joining a supportive, committed, and passionate team who work hard to ensure that everyone in our Trust can achieve their potential. And of course, you'll do all this whilst capturing the spirit of our vision and values and whilst role-modelling exceptional professional behaviours.

## How to apply

The closing date for applications is Friday 6th June at 9am with interviews taking place the following week across the 10th and 11th June.

## Benefits

What you do here really counts. And we offer a range of benefits and rewards to recognise the part you play in our success. Whether they benefit your finances, your wellbeing, or your family, in or outside work. From career progression and working and making a difference within your local community, to a whole range of financial discounts and benefits, working at Co-op Academies Trust isn't just your standard job.

We offer competitive salaries and access to the Local Government Pension Scheme, as well as travel season ticket loans, 24-hour access to free money support, and for colleagues who want to save or need help managing finances we have savings and loan products which can be deducted from your pay.

We want you to stay happy and healthy. So as a support staff colleague you'll get the school holiday periods off work. And even better, we offer a free flu vaccine, cycle to work scheme; 24-hour access to free health and wellbeing support and discounted gym membership at Nuffield gyms.

We also offer a 10% discount on Co-op branded Food, with regular increased promotional discounts and offers at various points in the year.

## Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help	we support learners, parents, carers and staff to help themselves
Self-responsibility	we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions
Democracy	we give our learners, parents, carers and staff a say in the way we run our schools
Equality	we believe that the voice of each individual should be heard
Equity	we run our schools in a way that is fair and unbiased

Solidarity                      we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness                      we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty                        we act in a professional and respectful manner in our dealings with everyone

Social responsibility        we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others            we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# Attendance Officer

Salary / grade range	C2 SCP 15-19 Actual Salary- £24,913- £26,603 37 Hours Term time plus inset days
Location	Co-op Academy Brierley
Reports to	Assistant Headteacher

## Purpose of role:

- You will support our Pastoral Team to promote excellent levels of attendance across the Academy by developing and maintaining effective monitoring systems to identify trends and highlight concerns. To promote good attendance within the Academy and issue routine correspondence to parents and carers regarding attendance/ absence requests in accordance with the Academy attendance strategy.
- You will also support our senior leadership team with the implementation of initiatives to improve attendance and engage with students and their families

## Key accountabilities (and specific duties / responsibilities):

### Specific Responsibilities

To be an effective member of the Attendance Team contributing to overall school improvement. General administrative and clerical duties as directed by the Senior Team- tasks including but not limited to:

- Input of accurate student data including attendance, unauthorised absence, punctuality, sickness related and truancy to ensure data is up to date
- Supply and evaluate attendance data to the senior team as requested
- To work alongside other pastoral colleagues to plan and implement strategies that will improve the behaviour, attendance and attainment of individuals and targeted groups of students.
- Attend meetings with parents/ carers and multi agency meetings, when appropriate
- Inputting register information accurately
- Report trends in data, to identify areas of concern and act accordingly to improve figures.
- Follow Trust and school policies around school attendance
- Challenge student attendance through effective working with parents directly on the

telephone and in person

- Undertake home visits for targeted students
- Responsible for tracking and monitoring of key cohorts of students
- Undertake home visits to support parents / carers to encourage students to come into school
- Produce and send letters regarding lateness, and attendance.
- Organise school attendance panels, set targets and if necessary, organise parenting contracts to be completed.
- Advise parents of the legal process if their child becomes persistently absent.
- Identify and report safeguarding concerns linked to attendance to the safeguarding team
- Deal with immediate concerns, problems or emergencies that may arise with a student's attendance using school and Trust policies

General:

- 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 as and when required
  - Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The Academy is committed to the safeguarding and welfare of children and young people and expects all its employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and the successful applicant will be subject to an enhanced check by the DBS

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> <li>• Educated to NVQ Level 2 or equivalent (or have significant experience) including GCSE English and Maths (9 – 4) equivalent</li> <li>• Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role.</li> </ul>		A
<p>Experience</p> <ul style="list-style-type: none"> <li>• Experience of administration and record keeping in an office environment.</li> <li>• Experience in using Google Docs, Google Sheets and Google Slides</li> <li>• Experience of working in a school environment and experience of working with databases and spreadsheets. working knowledge of Arbor</li> </ul>		A/I
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> <li>• Ability to work with a variety of stakeholders including staff, pupils and parents/carers.</li> <li>• Excellent written and oral communication skills.</li> </ul>		A/I
<p>Personal Qualities</p> <ul style="list-style-type: none"> <li>• Have unconditional positive regard for children and young people</li> <li>• Be innovative and creative in developing solutions</li> <li>• A record of reliability and integrity</li> <li>• Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional</li> <li>• Humour, optimism and ambition</li> <li>• Willingness to participate in further training and CPD</li> <li>• Self-motivated</li> </ul>		A/I

<ul style="list-style-type: none"> <li>• Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines</li> <li>• To be able to understand and be committed to equal opportunities for all</li> <li>• Commitment to safeguarding and protecting the welfare of children and staff.</li> <li>• Flexible and adaptable to meet the needs of the Academy as it develops.</li> </ul>		
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*Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.*

*All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.*

*Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.*