

Administration Assistant - including Attendance Operation

Our Values and Vision

These are our values. They can be thought of as our ‘non-negotiables’ - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control (‘knowing what to do when they don’t know what to do’) in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - ‘letting your light shine’: All young people achieve things they can be proud of every day in addition to academic success and outside our school’s planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other’s professional and personal wellbeing.

The Trust Board sees all members of the Trust’s staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

Essential Criteria	Desirable Criteria	Measured By
<p><u>Experience</u></p> <ul style="list-style-type: none"> ➤ At least two years office experience, being supported by evidence of any training or professional development undertaken 	<p><u>Experience</u></p> <ul style="list-style-type: none"> ➤ Previous experience of working in an educational setting and a working knowledge of attendance procedures and compliance. 	AF/I
<p><u>Qualifications/Training</u></p> <ul style="list-style-type: none"> ➤ GCSE or equivalent in Maths and English Grade C or above. 	<p><u>Qualifications/Training</u></p> <ul style="list-style-type: none"> ➤ First aid training as appropriate (e.g. emergency first aid course). ➤ ECDL or equivalent qualification in ICT applications. 	AF/I
<p><u>Skills</u></p> <ul style="list-style-type: none"> ➤ Display a high level of keyboard skills and ability to draft routine letters appropriately ➤ Work within established procedures ➤ Work well as part of a team and with staff at all levels ➤ Maintain a high level of confidentiality and accuracy at all times ➤ Maintain professional relationships with a variety of audiences in and around school ➤ Use own initiative to solve straightforward problems ➤ Prioritise workload in a busy environment ➤ Be reliable, punctual and trustworthy ➤ Work to tight deadlines and without close supervision ➤ Operate telephone systems, email and other electronic systems ➤ preparation of registers and absence records 	<p><u>Skills</u></p> <ul style="list-style-type: none"> ➤ Adapt and learn new skills and procedures quickly and effectively ➤ Examine systems critically, and suggest ways of improving efficiency 	AF/I
<p><u>Knowledge and Understanding</u></p> <ul style="list-style-type: none"> ➤ relevant policies/codes of practice. ➤ Standard office applications, particularly Microsoft Office including Word, Excel and Publisher ➤ Be able to maintain effective and accurate records in various formats and record data proficiently ➤ Be able to use office equipment to a competent standard eg photocopier, scanner, telephones ➤ Well-developed interpersonal skills to be able to relate well to a wide range of people. ➤ Work constructively as part of a team whilst being able to demonstrate initiative. 	<p><u>Knowledge and understanding</u></p> <ul style="list-style-type: none"> ➤ A working knowledge of SIMS (School Information Management System) ➤ Previous experience of attendance module and attendance compliance 	AF/I

<ul style="list-style-type: none"> ➤ Effective communication (written, face to face, telephone) with all stakeholders and visitors to school ➤ Willingness to attend additional training sessions, meeting and commit to personal development/on the job learning ➤ Safeguarding 		
<p><u>Behavioural Attributes</u></p> <ul style="list-style-type: none"> ➤ Child focused ➤ Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. ➤ Open, honest and an active listener. ➤ Takes responsibility and accountability. ➤ Committed to the needs of the pupils, parents and other stakeholders. ➤ Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. ➤ Is adaptable to change/embraces and welcomes change. ➤ Acts with pace and urgency being enthusiastic and decisive. ➤ Communicates effectively. ➤ Has the ability to learn from experiences and challenges. ➤ Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p><u>Behavioural Attributes</u></p> <ul style="list-style-type: none"> ➤ Patience and a calm manner, with a good sense of humour. ➤ Confidence in dealing with both children and parents. ➤ Ability to adapt rapidly to new situations. ➤ Ability to cope with changing needs. ➤ Ability and willingness to cover other duties as and when required ➤ Willingness to undertake first aid duties 	<p>AF/I</p>

AF - Application Form

I - Interview