



Alsager School

Hassall Road, Alsager, ST7 2HR

Headteacher: Andrea O'Neill

Required as soon as possible:

Attendance Administrator - Permanent

37 hours per week; 39 weeks (term time plus 5 days)

8.00 am – 4.00 pm

Grade 3: SCP 3 - 4 £17,878 - £18,611 p.a. (actual salary)

[FTE Whole year £20,812 - £21,189]

Responsible to: Attendance / Reporting Officer

About the role:

Thank you for your enquiry about the above post. The post is full time, part year, based in a busy school office which is a modern, well-equipped area. You will work closely with the Attendance/Reporting Officer, the Deputy Headteacher, Pastoral team, Family Liaison officer and SEND team. The working environment is busy with interruptions and reprioritising of tasks frequently occurs in order to meet deadlines.

About the School:

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust. We are a local trust providing support for local schools, children and families.

Alsager School is a large 11-18 mixed Multi Academy Trust with 1594 pupils on roll, including approximately 319 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

Alsager School is a fantastic place to work with motivated and well behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in January 2023 graded the school as Good in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice. The school's reputation and popularity means that it has been largely unaffected by the demographic dip currently affecting most schools.

I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website www.alsagerschool.org We hope this information will encourage you to apply.

Principal Responsibilities:

1. Maintain accurate daily records of pupil attendance.
2. Provide regular statistical data and reporting updates to Line Manager, SLT, Heads of College/ Family Liaison Officer.
3. Follow up unauthorised absences as a priority by phone calls to parents, following the safeguarding procedure that is in place, reporting to the Attendance Manager.
4. Liaise with Family Liaison Officer, College Heads and Form Tutors as required.
5. To prepare monthly certificates for those students with 100% attendance.
6. Preparation of emails to parents re unauthorised absence and late arrivals.
7. Visual checks to classrooms to follow up on any discrepancies over registers
8. Assisting with weekly welfare checks on students that are unable to attend.
9. Monitoring both lower school and sixth form registers at the end of each day, following up with teachers as required.
10. Recording information onto SIMS system.
11. Assisting with duties.

Notwithstanding the detail in this outline, in accordance with the Cornovii Trust's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on 13th March 2023**. Interviews are likely to be held during the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen
H.R. Manager
Alsager School
Alsager ST7 2HR



If you complete an application electronically, you can return your application via email to Mrs Owen at jobs@thecornviitrust.org

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

All electronically submitted applications will be acknowledged.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,
Ashley Owen
H.R. Manager

BPi/Attendance Administrator/March 2023

Further details about the School are available from our website: www.alsagerschool.org

PERSON SPECIFICATION

Job Title: Attendance Administrator

Grade: 3 scp: 3 – 4

CRITERIA	ESSENTIAL	DESIRABLE
Experience	<p>Administrative experience of working in a busy office environment working to strict deadlines.</p> <p>Proven ability to communicate with people at all levels of the organisation.</p> <p>Ability to understand and process complex spreadsheets.</p>	<p>Previous experience in the education field.</p>
Qualifications /Technical Skills	<p>Highly competent in the use of Microsoft Office suite of applications.</p> <p>Ability to analyse data and produce reports.</p> <p>Understanding of databases.</p> <p>Good standard of education including GCSE Maths & English.</p> <p>Articulate and attentive to detail/accuracy.</p> <p>Strong planning and organisational skills.</p> <p>Willingness to undertake appropriate training.</p>	<p>Experience in use and manipulation of School's Information Management Systems (SIMS) packages</p> <p>ECDL</p>
Personal Attributes	<p>Willingness to work co-operatively as part of a team.</p> <p>Ability to function under pressure. Establish priorities and work to strict deadlines.</p> <p>Self-disciplined and methodical.</p> <p>Demonstrate a 'can do' & positive outlook at all times.</p> <p>Work flexibly and adapt workloads.</p> <p>Enjoy a challenge.</p> <p>Personal authority.</p> <p>Ability to identify, recommend and implement ideas to continuously improve the department ensuring value for money and efficiency.</p> <p>Commitment to safeguard & promote the welfare of children.</p>	<p>Self confidence.</p>