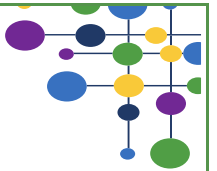


**Royds Hall a SHARE Academy  
Administration Support Officer -  
Attendance  
Application Pack**



## Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,



Thank you for taking an interest in this vacancy. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work in and provides the information you need about the post.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff. In providing support alongside an extensive continued professional development package to achieve the highest standards across the board. Wellbeing for staff and students is key in everything we do and provides a supportive, happy and healthy environment to work and thrive in.

Please read the details of the role and the academy below. Please do not hesitate to contact us if you need additional advice or information. I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

**John McNally**  
CEO



SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and five primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Equip staff to deliver their best every day and believe that '**Valuing People, Supporting Personal Best**' is key;
- Ensure our staff are happy at work, taking pride in pupils' progress and development;
- Ensure continuous improvement and development and to share our practice with others;
- Deliver an extensive and motivational CPD package relevant to the job role;
- Offer great benefits, supportive line management and networking opportunities across the MAT to aid personal development.

## **Information about Royds Hall**

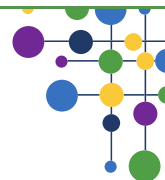
We are part of the SHARE Multi-academy trust and Green Light Teaching Alliance. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to the children/young people. Together they assess pupils/student progress and achievement to ensure each learner's self-confidence and self-esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



## Administration Support Officer Role Profile

<b>Role Title</b>	Administration Support Officer	<b>Reporting to</b>	Attendance Officer
<b>Section</b>	Administration		
<b>Contract type</b>	Permanent. Term time only plus one day	<b>Grade / Salary</b>	Grade 6 / Band D

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	Working within the pastoral and attendance team to deliver a comprehensive, professional and customer focused service, displaying a high level of administrative, interpersonal, communication and organisational skills.
<b>Safeguarding Requirements</b>	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

<b>Key Outputs</b>
<b>General admin</b> <ol style="list-style-type: none"> <li>1. Ensure confidentiality and compliance with statutory and non-statutory requirements at all times.</li> <li>2. To support the Attendance Manager and Pastoral team to deliver an effective and efficient administrative service.</li> <li>3. To ensure all correspondence and communications are produced to the highest standard within appropriate deadlines.</li> <li>4. Communicate effectively with all stakeholders.</li> <li>5. To assist the Attendance Manager/pastoral team to ensure queries and concerns of parents are dealt with promptly and professionally and logged appropriately.</li> <li>6. To engage with students and parents and deal with matters as they arise daily and to pass on relevant information to other teaching and support staff as required</li> <li>7. To be responsible for the preparation and production of documentation for the pastoral team.</li> </ol>

8. Take ownership of organising parents' evening and communicating information effectively with all stakeholders.
9. Produce reports on attendance to be presented to the Senior Leadership Team on attendance data and impact of interventions.
10. Using spreadsheets / PowerBI to track attendance over time and identify trends in student absence. Use this information with Head of Year to plan the next steps.
11. Communicating with students and parents in relation to absence/punctuality concerns.
12. Assist in the effective and efficient operation and management of the school's computerised central management information system inputting all relevant data and ensuring that all aspects of the system are maintained and kept up to date.
13. To support unwell students and administer First Aid.
14. Create, in conjunction with other stakeholders such as the SENCo and pastoral staff, individual Health and Care Plans.
15. As part of your wider duties and responsibilities, you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.
16. Carry out your duties with due regard to current and future school policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through school communications.
17. Any other responsibilities commensurate within the requirements for this role or as directed by the Headteacher/Assistant Headteacher Behaviour and Attitudes and flexibility to support colleagues across team as required.

***Dimensions*** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- No of reportees – N/A
- Range of Teachers 60
- Range of Support Staff 60

***Work/Business contacts***

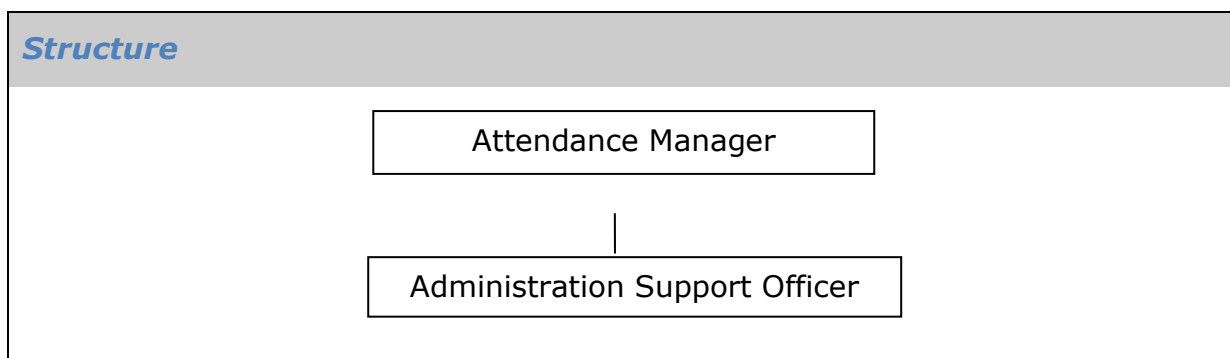
**Internal:** All teachers, support staff, and students.

**External:** Local Authority, Locala, other organisations that are linked with health care.

***Expertise in Role Required (At selection - Level 1)***

**Essential or**

Desirable	
Ability to carry out general administrative skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc.	Essential
Experience of working in a busy environment and of meeting tight deadlines.	Essential
Ability to comply with strict regulations about confidentiality and behave according to the appropriate protocols.	Essential
Ability to demonstrate strong organisational skills, prioritise own workload; and the ability to work to deadlines and under pressure.	Essential
Excellent Communication skills both written and verbal.	Essential
GCSE English and Mathematics (Grade C or above).	Essential
Excellent IT skills.	Essential
An understanding and commitment to equality and diversity.	Essential
Experience of education sector.	Desirable
First aid qualification (or a willingness to achieve one).	Desirable
Ability to effectively use/ learn how to use spreadsheets and PowerBI	Essential
<b>Other (Physical, mobility, local conditions)</b>	
• Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings.	Essential
• Has a full current UK/European Driving Licence.	Essential
• Has access to a motor vehicle and is prepared to use it for business purposes.	Essential



Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our recruitment and selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this. Candidates will be assessed against the job description and expertise profile from evidence provided in their application form, references and a selection process (including interview). Where criteria are to be identified through the selection process, this may involve written exercises, group discussions, presentations, interview etc.

### ***Signatures***

Approved by : CEO

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Approved by : Post Holder/or Representative

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