

## **Job Description: PA to Academy Leadership Team & Attendance Officer**

**Reporting to:** EA to Principal

**Start date:** ASAP

**Salary:** Grade 8 (£30,076-£35,948)

**Hours:** 8am until 5pm

### **The Role**

As the Personal Assistant to the Academy's Leadership team, you will play a crucial role in ensuring that the members of ALT are best equipped to lead Ark Globe Academy. In this role, you will assist with ALT top priorities by providing key administrative support, strategically managing their diaries, and being involved in a wide range of other projects. You will also support with academy events and other key areas to promote the academy culture and expectations.

As an Attendance Officer, you will provide a specialist service to help the Academy to raise achievement by improving Academy attendance and punctuality. The promotion of positive attitudes by pupils and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.

### **Key Responsibilities**

- Be the main point of contact for ALT, providing high level support in a full administrative capacity across primary and secondary
- Accurately minute take during meetings ensuring key actions and notes are captured
- Produce and/or design a wide range of communications and materials to communicate to a variety of stakeholders, utilising Microsoft packages and other key programmes
- Manage ALT diaries and meetings, ensuring discretion and respecting confidentiality
- Organise and assist with various meetings and events, including booking rooms, providing refreshments, preparation of materials and minute taking, in order to ensure their timeliness and smooth-running
- Ensure all meeting spaces are adequately equipped and set up ready for use daily
- Promote and uphold the academy professional standards through maintaining a high quality of work, following brand guidelines and the house style guide
- Be responsible for authorising whole school communications, alongside the SBM, Office Manager and EA to Principal, ensuring communications can be logged and tracked
- Implement and audit key systems and processes and provide guidance and training, where required
- Collect a range of documentation, analysing and reporting on data at a range of levels, producing and printing or sharing materials
- Maintain ALT office notice boards keeping them fresh and GDPR compliant and support with key internal displays e.g. Globe Growth boards, Star Board, WAR Board, attendance diamond
- Cover the on-call email in the absence of the IEC manager, on behalf of ALT
- Oversee and process both internal and external exclusions along with the Executive Assistant
- Proofread and seek approval for general HR documentation on behalf of ALT, in liaison with HR and ALT
- Support with the coordination and communications around teacher evaluations/GTR, learning walks, CPD, reading strategy, coaching etc.
- Support with the implementation of the digital strategy across the academy
- Manage the info mailbox alongside the Student Services Office Manager and EA to the Principal, ensuring enquiries are dealt with promptly
- Maintain efficient and effective systems for filing documentation and organising correspondence

## **Attendance**

- Meet and liaise with school staff, pupils, parents, and the local authority to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
- Regularly feedback to the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) of any concerns regarding individual pupil attendance
- Manage requests for special leave and pupil attendance records
- Maintain attendance records and produce accurate reports
- Follow up referrals relating to school attendance in accordance with the attendance policy
- Complete and gather relevant paperwork to escalate cases to the local authority for penalties, court, and prosecution
- Refer non-school attendance cases to the local authority and include requests for Penalty Notices to be issued and consideration of Court action
- Maintain written records of all actions taken in attendance-related meetings with parents and upload on onto the Academy's MIS/Impero system
- Liaise and work with external organisations as required
- Liaise with the Deputy Designated Safeguarding Lead and Student Services Office Manager to ensure off rolls are processed with due diligence
- Make unsupervised home visits and attends meeting both at school and off site

## **Other**

- Carry out other reasonable tasks as directed by the Designated Safeguarding Lead (DSL) ALT and your LM
- Provide cover and support in areas across the Business Support Team i.e. Student Services, Reception, when required
- Carry out first aid duties
- Undertake fire marshal duties
- Undertake exam invigilation duties
- Undertake morning and afternoon playground duties
- Operate the cashless catering tills
- Be willing to undertake appropriate training in line with contractual duties
- Be flexible in regards to working hours
- Attend and support out of hours' academy events e.g. summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder

## **Person Specification: PA to Academy Leadership Team**

### **Qualification Criteria**

- Right to work in UK
- English and Mathematics GCSE at grade C or above (or equivalent)

### **Knowledge, Skills and Experience**

- Experience providing PA or secretarial support to staff at a senior level
- Experience of running effective administrative processes, preferably in a school environment
- Excellent organisation and time-management skills
- Excellent communication skills
- High level of proficiency with Microsoft Packages i.e. Word, Excel, PowerPoint, Publisher
- Able to build relationships across a range of stakeholders and anticipate the needs of others
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Have experience in attendance, entering data, analysing data and Excel
- Have good all-round knowledge of the workings of an attendance office
- Be proficient in the use of systems

### **Personal Characteristics**

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every student regardless of background
- Helpful, approachable, positive and able to stay calm and diplomatic under pressure
- Have outstanding standards and a keen eye for detail
- Keen to learn and further develop own skills
- Excellent interpersonal skills with children and adults
- Able to take direction but also able to take initiative when required
- Exercises sound judgment, especially relating to confidentiality and discretion

### **Specific skills**

- Excellent communication skills, both written and oral
- Competent with IT and the use of it to analyse data
- Excellent administrative and organisational skills
- Able to understand and implement particular strategies and methods to help students to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and expectations to establish outstanding behaviour management
- Relentless drive to do whatever it takes to ensure all students succeed
- Ability to instil and ensure high expectations and the Globe Values outlined in our Culture Pyramid
- The courage and conviction to make a difference

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS and Disqualification by Association check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*