



The
3-18
Education
Trust

Applicant Information Pack

Administrator with Attendance



Selfless - Self Assured - Successful



Headteacher Letter to Applicants

Thank you for the interest you have shown in our school.

St Martins School is a very special place. We deliver child-centred, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. Our recent Ofsted describes us as “a small school with a big heart” and “Senior leaders have high aspirations for every pupil and have created an ambitious curriculum to meet these high expectations.” The pupils build trusting relationships with staff, based on mutual respect from nursery to year 11, pupils feel happy, valued and safe.

I very much hope that after reading the information below you will feel that you want to play your part in securing the very best education for the students of St Martins.

The following ethos is a commitment shared by staff and governors. We will:

- Recognise and foster academic ability so that individual excellence can be achieved
- Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16
- Create a family ethos of safety, support and nurture where respect for each other is a given
- Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community
- We will encourage children to think independently and make informed decisions enabling them to have high aspirations about their future
- We will work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the new pastoral system, school house structure and offer the very best transition and personal development for students.

Sue Lovecy Head of School



About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

Job Description



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Title of Post	Administrator with Attendance
Post Status	Permanent with probation period Term Time only (30 hours per week) plus one week in the holidays
Salary/TLR/ Allowance	Grade 5
Reporting to	Assistant Head

PURPOSE OF POST

The postholder will be a key member of the Student Support Services department working to ensure the efficient and effective day-to-day running of the School. The successful candidate will need to have a high level of organization, strong interpersonal skills, clarity of communication and to work with discretion and sensitivity. It is essential that the person for this role can work flexibly and have a 'can do' approach. You will require a good level of IT skills.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The job responsibilities which will be carried out day to day will include the following:

- Accurate recording of absence information on Arbor, registration system.
- Administration of attendance systems, including contacting of parents of absent children to ascertain reasons for absence
- Liaising with the Senior Leadership Team and Student Support Services team to ensure up to date attendance information is available for analysis and appropriate steps within the attendance systems are actioned.
- Work alongside the Educational Welfare Officer in the administration of EWO paperwork
- Record EWO processes on Arbor
- Record in-school attendance procedures and interventions on Arbor
- To schedule appointments with parents for attendance intervention meetings
- To process paperwork from in-school attendance interventions
- To record on Arbor necessary information regarding pupils who have any planned absences from lessons (medical appointments, for behavioural sanctions, meetings with agencies)
- Recording of minutes for Attendance meetings
- Filing, ensuring pupil files are kept up to date

- Receiving and responding to student requests for leave of absence

Administration

- Undertake routine administration on ARBOR/ParentPay e.g. registers/school meals
- Provide general clerical and administrative support for the school e.g. photocopying, filing, emailing, completion of standard forms, respond to routine correspondence, producing letters
- Populating and analysing data where required to support with the continuous improvement of attendance

Organisation

- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Cover for receptionist, answering telephone and face to face enquiries effectively and efficiently and signing in visitors and fully complying with visitor code of conduct procedures

Support for the school

Ensure all queries are dealt with effectively, sensitively and confidentially, taking the initiative to identify and handle issues that arise on behalf of the leadership team and others

- Be aware of and comply with policies and procedures relating to child protection, E – safety, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake annual appraisal in line with the school's policy.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of GCSE (or equivalent) education including Maths and English • Successful experience of working in an educational setting, youth work or in voluntary activities • First Aid qualification or willingness to complete the training 	<ul style="list-style-type: none"> • Indefatigable energy and resilience
Work or relevant experience	<ul style="list-style-type: none"> • An interest in and commitment to inclusive 'all through' education • Good IT skills including Microsoft word and excel. 	
Knowledge and understanding	<ul style="list-style-type: none"> • Excellent communication skills. • Ability to relate well to children and adults • Good planning and organisational skills • The ability to work successfully with colleagues from across the through school 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • The passionate belief and determination that all students are capable of success • Be a team player who is able to adapt and play an active part in the journey of St Martins School • Flexibility, empathy and a sense of humour • The ability to build positive relationships with students and the wider community, from all backgrounds • Indefatigable energy and resilience 	
Special conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	

Additional Information about St Martins School

Despite the fact that North West Shropshire is a rural area, our school has excellent road links and is easily accessible to many towns and cities. Some staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury, Wrexham and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.

The school has undergone a transformation over the last few years. Next year we are excited to open our new purpose built technology block and we continue to plan for our new recreation centre, including a 3G football pitch and community fields

We work in collaboration with two of the most successful schools in the country. Firstly, The Priory School, our academy partner, and we also continue to work with Moreton Hall School, the leading non- selective school in the country. We are delivering a community curriculum across all our feeder schools, which supports KS2 teaching with exciting projects taught by secondary subject specialists. This work is in addition to the 'cross phase' teaching that already takes place within our school, which enables:

- Sharing examples of good pedagogy between phases
- Enhancing continuity between the phases
- Developing an all through school ethos

What We Offer

In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

Application & Appointment Process

An application form is available to download from the school website www.stmartins3-16.org/school-information/job-vacancies/

Please send completed applications to clare.ellis@stm.318education.co.uk

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date for applications: 3 p.m. on Friday 2 June 2023

Interviews will be held on Thursday, 15th June 2023

Please note:

- We do not accept CV's in support of an application.
- Paper applications will only be accepted in exceptional circumstances, please make contact with the school to arrange this.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website [Policies \(stmartins3-16.org\)](http://Policies(stmartins3-16.org)).