

BUDE PRIMARY SCHOOL ATTENDANCE ASSISTANT

Grade & Scale point:	3, SCP 3 - 5
Salary:	£18,562-£19,312 FTE, £6,270-£6,524 Actual salary
Hours of work:	15 hours per week, Monday - Friday
Contract:	Fixed term until August 2022, Term-time only (190 days)
Start date:	February 2022
Closing date:	8am, Monday 24 January 2022

Bude Park Primary School is a small school in the north of Hull with places for 306 pupils ages 3-11. It is an Ofsted rated 'Good' school and prides itself on providing a safe, caring environment where every child is given the confidence to achieve their full potential.

We are seeking an enthusiastic, tenacious Attendance Assistant to carry out the operational administration of attendance monitoring and analysis for pupils within the school.

JOB REQUIREMENTS:

- To support and be part of the morning 'walking bus' system, supervising pupils and ensuring their safe delivery to school.
- To deal with attendance queries and keep the School Business Manager informed of any issues affecting the smooth running of school attendance.
- Manage the attendance inbox, recording and responding to attendance messages, following attendance policy and procedures.
- To assist in managing and maintaining manual and computerised attendance records/information systems, inputting data and generating reports.
- To communicate with parents/carers regarding attendance and keep records of calls and reasons for absence, offering support and challenge where appropriate.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE English and Maths Grade A-C (or equivalent)
- Training in IT based systems e.g. Word, Excel, etc.
- Experience of dealing with the public and outside agencies
- Excellent organisational skills
- Experience of keeping accurate records and corresponding with the public via telephone and email

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our S2S Support Leaders and Peers network.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

If you believe you are the right person for the job then we would love to hear from you. Applications are welcome from those who are suitably qualified and experienced.

For an informal discussion or if you have any queries, please contact Lindsey Forrest, School Business Manager, at Bude Primary School on Tel: 01482 825316.

Visits to our school are encouraged and welcome by appointment.

Closing date for completed applications: 8am, Monday 24 January 2022.

HOW TO APPLY:

Please download an application form from our Humber Education Trust website <https://www.humbereducationtrust.co.uk/category/vacancies/> , complete and email to Lindsey Forrest, School Business Manager, via sbm@budepark.het.academy

All candidates are advised to refer to the job description and person specification before making an application. Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

ATTACHMENTS:

Job Description
Benefits of Working at HET
HET Vision & Values
Recruitment Privacy Notice