

**Job Title:** Sixth Form Admissions & Key Stage 4 and 5 Attendance Officer

**Salary range:** Scale 4 and spinal point 7 - 11 (£26,469 - £28,154) Inc. London weighting (Pro rata - £24,487 - £26,046 Inc. London Weighting)

**Contract:** Fixed Term - 1 Year

**Hours of work:** 36 hours per week

**Working weeks:** 42 weeks

**Location:** Alperton, London

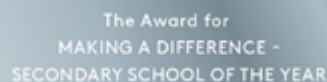
## Aspire | Commit | Succeed

We are a large, mixed, 11-18 academy with over 350 students in our sixth form. Due to our increased popularity as a school, we expanded our roll in 2018. Alperton Community School is an inclusive school with a student intake that reflects a wonderfully diverse and vibrant local community. Our students are very well behaved, work hard and are ambitious to succeed. Our most recent Ofsted inspection in July 2021 graded our school as Good "Pupils like coming to school and they enjoy their lessons"; "Pupils can focus because they feel safe"; "Leaders' expectations of all pupils are high"; "Pupils behave well in school. They focus on their learning in lessons. Pupils follow teachers' instructions and listen to one another".

Student progress at GCSE and A Level has been above national averages for many years with disadvantaged students performing well above national averages. Our progress 8 score has been consistently "above average". We also see high numbers of our students' progress to Oxbridge and Russell Group Universities. Student attendance and the percentage of students who remain in education, employment or training are also well above national averages.

Recent awards include the 2022 Pearson "Making a Difference" Award; the school was recently shortlisted for the TES School of the Year and won the TES Maths Team of the Year. We are also one of only four schools in the country to hold the Platinum Professional Development Mark.

This is an exceptional opportunity. It will offer the successful candidate a friendly, highly supportive and committed working environment within a culture of success and professional growth. The school offers excellent support for ECTs in their induction year.



## The Role

We have an exciting opportunity for you to join our fantastic Sixth Form team in the capacity of Sixth Form Attendance and Admissions Officer.

In this role you will monitor Key Stage 4 and Key Stage 5 students' attendance and punctuality to school and lessons throughout the school day, at school based interventions and school trips. You will support Key Stage 4 and Key Stage 5 pastoral teams, teachers and the Assistant Head Teachers by keeping accurate attendance and punctuality records and engaging students in strategies to reduce absences and lateness.

In the capacity of Sixth Form Admissions Officer you will also be responsible for administration of Sixth Form Admissions for both internal and external applicants as well as managing applications and the administration of the Sixth Form Bursary.

You will be involved in all aspects of Sixth Form life, from recruitment to celebration of student outcomes.

## The Person

You will have experience of working in administrative roles and understand how to prioritise workload to meet set deadlines efficiently.

You will be a highly organised person who takes pride in completing their work to the highest degree of accuracy and within set deadlines.

You are someone who is patient and committed to supporting young people, setting firm boundaries to ensure students adhere to school policies.

You work well in a team and have excellent interpersonal skills.

## The Benefits

Continuing Professional Development

Employee Assistance Programme

Cashback Health Benefits

Cycle to Work Scheme

Pension Scheme

**Closing Date:** 13 August 2024 (23:59)

**Assessment & Interview Date:** August/September 2024

To apply, please visit our [vacancies page](#). Completed application forms may be emailed to; [hr@alperton.brent.sch.uk](mailto:hr@alperton.brent.sch.uk).



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SECONDARY SCHOOL OF THE YEAR



## Supplementary Information

We are committed to safer recruitment and safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are an inclusive community school and encourage applications from all sections of the community.

Successful candidate(s) will be required to undertake an Enhanced and Barred Disclosure and Barring Service (DBS) check.

Please note CVs will not be considered as part of your application for this position.

Only successful candidates will be notified. If you do not hear from us within 14 days of the closing date, please assume that you have been unsuccessful on this occasion.



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