



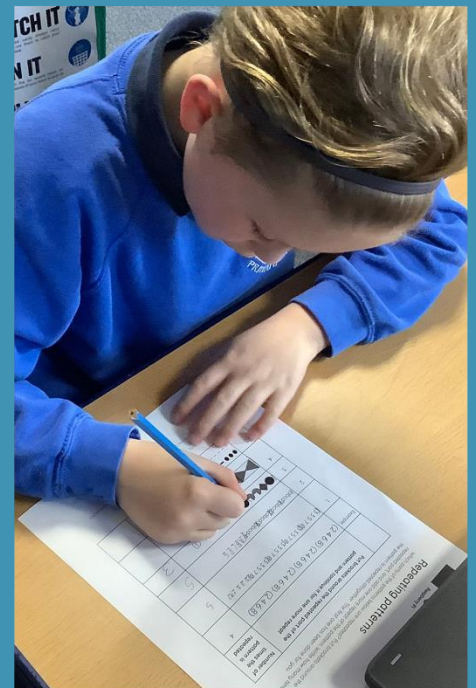
The Pennine Trust

Creating opportunity. Inspiring excellence. Shaping tomorrow.



COLNE PARK HIGH SCHOOL

ADMINISTRATOR/ATTENDANCE ASSISTANT CANDIDATE APPLICATION PACK



A message from the Headteacher



Colne Park High School is a happy and successful community where every student is recognised as an individual and where we all aim to be the best we can be. We believe that every child has talents and strengths and that they can experience success as they develop into young adults through the supportive and caring environment we provide. We are proud of the reputation Colne Park High School has earned within the local community for providing a nurturing ethos in which our children can thrive. We are driven by an unassuming yet unswerving determination that no child in our school will be left behind.

The School is first and foremost a place of learning where students feel safe and enjoy their educational journey. Learning is at the centre of everything we do both in and out of the classroom, and with so many opportunities at Park we feel your child will grow and flourish with the Park family.

At Colne Park High School we respect the traditional values of hard work, good manners, and self-discipline, whilst also preparing our students for their future lives in an ever-changing world. We benefit from a dedicated and well qualified staff who bring 21st century learning alive for each individual.

We pride ourselves on our family atmosphere, the fact that students feel safe and cared for and that, by surveying our pupils, we know that they continue to feel supported.

Cathy Eulert
Headteacher

Staff Benefits



Bike 2 Work
Scheme



CPD
Opportunities



Employee
Assistance
Programme



Local Discounts



Occupational
Health Support

A message from the Chief Executive



Thank you for your interest in this position at the Pennine Trust. As an employer, we value diversity and are striving to create a fully inclusive workplace. This is an essential aspect of the culture we are building, and the environment we want to create for all members of our community. We welcome applications from anyone who meets the essential criteria for the post, outlined in the person specification. In particular, we currently invite applications from people in groups currently underrepresented in the trust, including, but not limited to, people with disabilities and from non-white British backgrounds.

A key component of the recruitment process will be to provide confidence that you are a good 'fit' with our values. We are also looking for people who will add value to our organisation and support learning and growth across our community.

If, after reading all of the information relevant to this post, you have further questions, please direct these to Amanda Vickery, PA to Headteacher at the school on their e-mail address avickery@parkhigh.penninetrust.org. Subsequently, if you believe you are a good fit for us, we very much look forward to receiving your application and, hopefully meeting you during the recruitment process.

John Tarbox
Chief Executive Officer



The Pennine Trust



The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018.

Our mission statement ***'creating opportunity, inspiring excellence, shaping tomorrow'*** encapsulates our approach and what we prioritise daily. We want to provide every child in our care with the best possible start in life and motivate them to fulfil their individual potential and make a full contribution to their communities and to society.

Our core values of ***ambition, respect*** and ***collaboration*** are fundamental to our approach and shape all our policies, systems and decisions. We believe building a strong culture is the most important ingredient for success. Everyone working in the trust should be committed to these values and aligned with them. This is essential for us to be a genuinely values-driven organisation.

There are three associated behaviours that follow from each value, which should be exemplified in our conduct and feature in our dialogue with young people with increasing automaticity and, most importantly, authenticity. This helps to build the best possible environment in which all members of our Trust communities can flourish.

Ambition	We are determined to achieve and believe everyone can succeed	Try our best and take pride in what we do
		Be curious and eager to learn
		Persevere and try to bounce back from setbacks
Respect	We are considerate of everyone and our environment	Be polite and use good manners
		Show consideration for the beliefs, rights and feelings of others
		Take responsibility for our own choices
Collaboration	We are a community who believe we achieve more by working together	Actively play our part
		Listen to other people's views
		Support each other to solve problems

This emphasises that our energies go into development of high-quality provision, both curricular and co-curricular, with the needs of the child central to that provision. Our goal is to equip every young person with the knowledge they will need to thrive in the future and to support development of their attributes and talents to their full potential.

Leaders across the Trust adopt an evidence-informed approach to developing all aspects of school provision and are committed to high quality professional development of staff, so that we have an exceptional curriculum and pedagogy in all our schools. High quality pastoral care and support aligned with diagnostic assessment of needs and targeted interventions, help to ensure appropriate provision for every individual.



Safeguarding Statement

At the Pennine Trust, the welfare of children is paramount, and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



Advert for Administrator/Attendance Assistant

Salary Range:	Grade 3 (SCP3 £19,225 – SCP4 £19,544 pro-rata)
Contract Type:	Permanent / 37 hours per week
Responsible to:	Attendance Manager/Deputy Headteacher
Start Date:	As soon as possible 2024
Closing Date:	12pm noon on Wednesday 8th May 2024

We are seeking to appoint an experienced and enthusiastic Admin/Attendance Assistant to support our Attendance department.

Why choose Park High School?


- Park High School is an ambitious, happy, and vibrant place to work with a family of supporting colleagues who are committed to promoting a warm and friendly atmosphere.
- A strong team of staff who work together with a common goal.
- Quality First teaching is at the core of everything we do.
- Every student is entitled to experience a variety of teaching and learning styles which enable them to achieve their full potential and be the best they can be.

The Pennine Trust

The Pennine Trust is a vibrant, cross phase multi academy trust which was jointly established by three primary schools and one secondary school in 2018. We are committed to high quality professional development and a strong commitment and approach to the development of people at all levels of the organisation. Working at the Pennine Trust offers:

- A strong culture driven by values
- A supportive Central Trust Team who believe that through strong collaboration, all children within our trust will have better outcomes
- High quality professional development opportunities
- A commitment to providing every child with the best possible start in life
- Exceptional curriculum and pedagogy in all our schools
- High quality pastoral care and support

The right candidate will be totally aligned with our values, embrace our behaviours and play a full part in fulfilling our mission: Creating Opportunity, Inspiring Excellence, Shaping Tomorrow



POST:	Administrator and Attendance Assistant
GRADE:	Grade 3 (SCP3 - 4) (SCP3 £19,225 – SCP 4 £19,544 pro-rata)
CONTRACT TYPE:	Permanent
HOURS PER WEEK:	37 hours p/w
WORKING WEEKS:	Term time only
RESPONSIBLE TO:	Attendance Manager/Deputy Headteacher
JOB PURPOSE:	To provide administrative support to the school and attendance team to allow the smooth running of the attendance team and school on a day-to-day basis. The job holder will be under the direction or instruction of senior staff and/or their work is subject to checks and controls. This role will also include home visits to pupils' homes.
JOB CONTEXT:	<p>Works within the school and on school visits, promoting good attendance and identifying students with poor attendance and working with the team to support their families to improve their attendance at school.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • General administration duties e.g. writing letters, inputting data and general enquiries either by telephone or face-to-face. • Communicates with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties • Assist in the reporting of student absent without reason to relevant parties • Accurately input absences, including reasons for absences, onto MIS system • Assist the attendance team in monitoring attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students • Checking all forms of parental communication to establish absence and accurately recording any reported absence and reasons. • Assist the attendance manager in ensuring registers and legal documents are completed accurately and on a timely basis, working within legal guidelines. • To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school. Must be able to drive a car with a manual gear box, hold a full UK driving license and may require use of own car. • To assist the attendance manager in processing student holiday requests. • To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure • Liaising with the Safeguarding Lead and Deputy Safeguarding Officers for child protection purposes. • Actively promote good attendance with all students and promote the school's attendance policy and strategy • Undertake general administration duties as required

Communication	<ul style="list-style-type: none"> • Communicate with school staff to update them on student attendance and work with the staff to identify students with issues that are affecting their attendance at school • Respond to enquiries from parents/Carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate • Attends meetings with external agencies as appropriate and follow up on actions required
Sharing Information	<ul style="list-style-type: none"> • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Provide feedback to teachers and other professionals as required • Participate in staff meetings
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Have an awareness and knowledge where appropriate of the most recent safeguarding legislation.
Administration / other	<ul style="list-style-type: none"> • Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post • Participate in the school's procedures for performance management, training and other learning activities • Participate in performance management, training and other learning activities as required.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to GDPR, Data Protection, Information Security and Confidentiality. • Share information confidentially about pupils with teachers and other professional as required. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils • Within own area of responsibility work in accordance with the aims of the equality Statement, treating individuals with respect for their diversity, culture and values
Flexibility	<ul style="list-style-type: none"> • This job description contains the key areas of responsibility and accountability, the expectations specific to the grade, example duties / tasks, the pay range and the line manager / reports to. Specific tasks do not form part of the contractual element of the job description and may change (in discussion with the employee) in line with the needs of the school / Trust. Any duties carried out at a higher grade will be appropriately remunerated and will be on a short-term basis.
Customer Service	<ul style="list-style-type: none"> • The Pennine Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and

	<p>enthusiasm and confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</p> <ul style="list-style-type: none">• The Pennine Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.
--	--



Person Specification			
Role: Administration / Attendance Assistant			
	Essential	Desirable	How measured
Qualifications	<ul style="list-style-type: none"> 5 GCSE's grades A-C (or equivalent), including Maths and English Hold a full UK Driving License 	<ul style="list-style-type: none"> Level 3 qualification and/or A level qualifications 	A/C
Experience	<ul style="list-style-type: none"> Experience of working in an office environment Experience of working with Microsoft Office and other MIS systems Experience of working with children and young people and their parents/carers 	<ul style="list-style-type: none"> Experience of working within young people in an educational setting 	A / R A/R/I A/R/I
Attributes	<ul style="list-style-type: none"> Ambitious and reflective of own strengths and areas for development Respectful of others Collaborative with school and wider community Resilient Shows initiative Ability to work successfully in a team Maintains confidentiality A good attendance and punctuality record Ability to form and maintain appropriate relationships and personal boundaries with children and young people Motivation to work with children and young people Emotional resilience in working with challenging behaviours and attitudes 		R/I I/R I/R I/R I/R I/R I/R A/I/R A/I/R A/I/R
Knowledge & Skills	<ul style="list-style-type: none"> Excellent communication skills, both written and verbal and including persuasive skills Ability to communicate effectively with all children, young people, families and carers Excellent ICT skills and ability to analyse data Ability to keep accurate and up to date records 	<ul style="list-style-type: none"> Knowledge of attendance regulations Knowledge of child protection legislation and procedures 	A/I/R I/R A/I/R I/R
Key A – Application R – Reference I – Interview C – Certificate			

How to apply

If you share our core values and associated behaviours and meet the criteria for the role, please apply by following the process below.

Complete and return the application form, together with a letter of application, addressed to Mrs C Eulert (Headteacher). The letter should be no more than 2 sides of A4 in font Calibri (size 12).

In your letter of application please include:

Teachers

- How your skills and experiences have prepared you for this post.
- Your philosophy on the role of Administrator/Attendance Assistant.
- How you would contribute to the wider life of the school.

Closing date for applications is noon on Wednesday 8th May 2024

Please note we accept electronic applications at:

teacherapplications@parkhigh.penninetrust.org

An automatic confirmation email will be sent once the application has arrived. Please be aware we cannot accept responsibility for mis-sent or late applications.

CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.

The Pennine Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.

Here is a link to our Child Protection & Safeguarding Policy.

[Colne Park High School - Child Protection and Safeguarding Policy \(park-high.co.uk\)](https://www.park-high.co.uk)



Park High School
Venables Avenue
Colne
Lancashire
BB8 7DP

01282 865200