



CANDIDATE INFORMATION PACK

**Attendance Officer
(Maternity Cover)**



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Dear Applicant,

Our Vision:

“Be the best you can” this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and the recruitment of an enthusiastic and committed **Attendance Officer** during maternity leave is crucial to support the Principal in the success of this journey.

About You:

- You have excellent interpersonal skills and a commitment to fulfilling your role to the best of your ability
- You have the drive and energy to work to utilise your skills in innovative ways to benefit the Academy
- You are committed to working in an inner-city school and believe that such schools should provide the best possible environment for academic success and personal development
- You are you are resilient and have a great sense of humour, as you never give up.

About Us:

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education

Thank you for your interest in our Academy. I look forward to receiving your application.

Shereka James
Principal of Skinners’ Academy

SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

OUR MISSION

'Be the best you can'

Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can be by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."

- Lord Young 2014

STAFF REWARDS AND BENEFITS

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers but they use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations
- Financial, legal and practical support from qualified professionals on a range of personal issues
- Access to online health and wellbeing resources and a specialist information service

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

Fitness Club

Skinners' Fitness Club aims to improve staff wellbeing and mental health as well as fitness. Equipment is provided, including boxes for plyometric work as well as advice and personalised support.

Gift Vouchers for 100% Attendance

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

Local Café Discount

One of our local cafés, [215 Hackney](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist. They are located at 149 Woodberry Grove, Hackney, London N4 2SB.



Opening Hours are:

Monday - Friday, 8am - 6pm

Saturday, 8am - 6pm

Sunday, 9am - 6pm

London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Running Club

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.

Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

Staff Wellbeing

Regular guided mindfulness meditation takes place accessed remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

Techscheme

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

JOB DESCRIPTION

Post:	Attendance Officer
Grade:	Scale 5 (Spine Point Range 22 - 25) £26,342 to £28,358 (FTE) £23,100 to £24,868 (pro-rata)
Hours:	Full time, term time only (39 weeks per year)
Responsible for:	Maintenance of accurate student attendance data and related systems
Responsible to:	Vice Principal

Job summary

To encourage and promote outstanding school attendance by working with Pastoral Leaders, Heads of School, Heads of Year, Advisors, parents, pupils and the Hackney Learning Trust.

Principal Accountabilities:

The duties outlined in this job may be modified by the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- Monitor school attendance and punctuality.
- Ensure attendance registers are completed regularly and accurately followed up instances where this is not the case.
- Work with Pastoral Leaders to identify pupils of concern.
- Together with the Pastoral Leaders investigate matters of non-attendance and implement appropriate action plans for improvement.
- Offer creative solutions in cases where a pupil is failing to attend the Academy.
- Be at the entrance of the Academy each morning checking on punctuality
- Investigate first day phone calls for selected pupils and follow up any unexplained absence.
- Closely liaise with the Student Services Team to ensure timely communication about attendance particularly vulnerable pupils to ensure these young people are safe.
- Chase up absence notes in liaison with the advisors.
- Meet with the Academy's Education Welfare Officer and Student Services Leader on a weekly basis to discuss individual pupils identified as persistent absentees
- In partnership with relevant Pastoral Leaders carry out home visits where appropriate to encourage attendance.
- Produce punctuality and attendance letters for distribution.

Other

- To maintain personal and professional development as appropriate to the job.
- To undertake such other duties as may be reasonable required and which are consistent with the general level of responsibility of the job such as data processing, detentions, inputting and collating data from SIMs.

Additional Responsibilities

- Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos and specialism of the Academy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate
- Attend Governing Body and staff meetings
- Participate in staff training and development
- Develop links with Governors, LEAs and neighbouring schools/Academies
- Adopting Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Person Specification

Job Title: Attendance Officer

	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent		✓
Experience and ICT skills		
Experience of using Microsoft Office Suite	✓	
Word processing and typing skills	✓	
Knowledge of databases		✓
Experience of using Email/Internet	✓	
Experience of using Microsoft Outlook	✓	
Experience of using SIMS or similar database	✓	
Experience of working with students of all abilities	✓	
Liaising with parents, external agencies etc	✓	
Managing and implementing recording and reporting systems	✓	
Skills		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team		
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Ability to work with a complicated system of register codes	✓	
Administrative		
Experience of setting up, maintaining and developing administrative systems	✓	
Problem solving		
Attention to detail in communication and planning	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Empathy for young people experiencing difficulties and a commitment to bring about positive change in their lives	✓	
Ability to build good relationships at all levels	✓	
Ability to work some evenings, such as Parents Evenings	✓	

Attendance Officer (Maternity Cover)

**Salary: Scale 5 (Spine Point Range 22 - 25)
£26,342 to £28,358 FTE (£23,100 to £24,868 pro-rata)**

**Contract Type: Fixed Term - 1 Year, Term Time only
Required: November 2022 - November 2023
Location: North Hackney**

We are seeking to appoint an experienced Attendance Officer to cover maternity for one year who will encourage and promote outstanding school attendance throughout the Academy.

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- We have a high-quality teaching staff fully committed to supporting pupil's academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Please note this post allows substantial access to children, therefore the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

To apply, please send a completed application form and monitoring form to:
recruitment@skiddersacademy.org.uk.

Please note that we do not accept CVs.

**The closing date for applications is 9am on Monday 5th September 2022
Interviews will be held w/c 12th September 2022**