



## Head Teacher : Mr J Austin

**Employer:** Stockbridge Village Primary School, The Withens, L28 1AB

**Salary:** Grade E SCP 7-11 - FTE £24,294-£25,979 (Actual salary £17,909-£19,151)

**Location:** The Withens

**Contract:** Permanent

**Working Pattern:** Part time/Term time (Monday – Friday/30 hours per week/46 weeks per year)

**DBS Check:** Enhanced

**Closing Date:** 03/05/2024 at 12:00

**Reference:** SVP 0187

Job title: Level 2 Business Administrator - Attendance Monitoring Support

Stockbridge Village Primary School is seeking a proactive and organised Level 2 Business Administrator to work as part of our team with a specific focus on supporting attendance monitoring. This role plays a crucial part in ensuring the accurate tracking and reporting of student attendance, contributing to the overall welfare and educational progress of our pupils.

We would like our Business Administrator to:

- Have a very positive 'can do' approach to all aspects of work
- Have outstanding communication skills both in person and in all aspects of telephone, written and electronic communication
- Be highly organised with relevant experience
- Have a genuine interest in all aspects of human resource management to support the efficiency of our staff team
- Actively promote our school through effective use of social media and other communication tools

The successful candidate will have excellent communication skills, can use a wide range of technology, and have good ICT skills and experience of using Microsoft Office.

### Key Responsibilities:

1. Monitor and maintain accurate records of pupil attendance, producing reports as required.
2. Identify patterns or trends in attendance data and escalate concerns to relevant staff members.
3. Contact parents/carers regarding unexplained absences and follow up on reasons for non-attendance.
4. Work collaboratively with the school's safeguarding team to ensure all attendance procedures align with safeguarding policies.

5. Assist in the implementation of strategies to improve overall attendance rates and punctuality.
6. Provide administrative support to the school's attendance officer and leadership team as needed.

**Essential Requirements:**

- Level 2 qualification or equivalent.
- Experience in data entry and record-keeping.
- Strong organisational skills with a keen eye for detail.
- Excellent communication skills for liaising with parents, staff, and external agencies.
- Proficiency in Microsoft Office applications, particularly Excel for data analysis.

**Desirable Skills:**

- Previous experience in a school setting or working with attendance data.
- Knowledge of SIMS or other school management information systems.
- Understanding of safeguarding procedures related to attendance monitoring.
- Ability to work collaboratively in a team environment.

**How to apply:**

The application form and all information about the post is held on the school website: <https://stockbridgevillageprimary.co.uk/>

Completed application forms should be returned to: [jane.jamieson@stockbridgevillageprimary.co.uk](mailto:jane.jamieson@stockbridgevillageprimary.co.uk)

**Closing Date for applications: Friday 3<sup>rd</sup> May 2024 at mid-day**  
**Shortlisting: Tuesday 7<sup>th</sup> May 2024**  
**Interviews: Wednesday 8<sup>th</sup> May 2024**

Stockbridge Village Primary School is committed to safeguarding, to promoting the welfare of children and adhering to Equality for All. Copies of our Child Protection policy and our Employment of Ex-offenders policy are available on our website. This post is exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Applicants are reminded that it is offence to apply for a role involving regulated activity with children if you have been barred from doing so. Short-listed candidates will be subject to an on-line search of their name for information relevant to the recruitment process. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Guidance 2022.