



THE
Eastbourne
ACADEMY
Your future at your fingertips

Attendance Assistant INFORMATION



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Dear Applicant

Welcome to your first step in becoming part of The Eastbourne Academy.

My name is Dan Wynne Willson and I am both proud and privileged to be Headteacher here.

We are a well-established school in East Sussex which continues to go from strength to strength

The Eastbourne Academy is set in the picturesque seaside town of Eastbourne, surrounded by the beautiful South Downs . We are fortunate to have excellent buildings with modern resources which provide a warm, welcoming and friendly place to learn that challenges everyone to be their best. With easy train links to Hastings, Lewes, Brighton and London, schools, colleges and universities nearby and plethora of tourist attractions on our doorstep, it really is a wonderful place to live and work.

At The Eastbourne Academy we believe that learning is our core priority. We recognise that continually striving to improve the quality of teaching and learning is key to securing high levels of achievement for all. We aim to foster each student's unique strengths and talents whilst meeting their needs and raising their academic and social aspirations. Students of all abilities will be given every opportunity to learn in order to achieve their full potential. We aim to achieve this by creating a stimulating learning environment where high expectations, and the use of digital technologies are the norm. Every student and teacher is equipped with technology that helps bring subjects to life and supports learning in an exciting and innovative way.

Academic and personal excellence are at the heart of The Eastbourne Academy's curriculum intent. Endeavouring to provide the highest quality education for all, we strive to equip students with the knowledge they need to gain and maintain employment and independence.

We recognise that qualifications are the stepping stone to employability, but also that high aspiration and strength of character are the foundations for long term success.

A wide range of student leadership, arts and sports programmes, trips and visits, and extra-curricular opportunities ensure that the curriculum extends beyond the classroom.

Students will leave The Eastbourne Academy with the essential knowledge and attributes they need to be fully rounded and educated citizens who will be prepared for whatever the future may bring.

This could be your first step to becoming part of this vibrant, successful and inclusive learning community, where both students and staff thrive. I invite you to come and see for yourself what makes us so special.

Kind regards,



Mr Dan Wynne Willson
Headteacher



Ms Liza Leung
Executive Headteacher

JOB DESCRIPTION



Job Title: Attendance Assistant
Grade: SAT B
Responsible to: Attendance Officer

Main duties and responsibilities (Accountabilities):

- To operate all aspects of Attendance software with regard to pupil attendance at registration and lessons, including:
 - Monitoring the accuracy of input from class teachers and other support rooms
 - Updating information about reasons for absence through parents' emails, messages or telephone calls
 - Signing pupils out and recording the reasons for this on Bromcom.
- The identification of post registration truants and communicating this to Community teams and parents.
- To process all communications from parents about absence and share with communities and all interested parties.
- Accurate recording of late arrivals to school and sharing this information with year teams and South East Attendance Advisory Service.
- Reporting and monitoring of persistent absentees and sharing this data with year teams and South East Attendance Advisory Service.
- To contact the parents of pupils on every morning of absence (when notification has not been received), via Bromcom and/or telephone.
- •To contact parents on the third day of a pupil's absence to request medical confirmation, where necessary, and encourage their speedy return.
- To assist with the production of accurate data in order for the Attendance Officer to process reports on a daily basis, as required.
- To ensure the accuracy of all attendance data.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

PERSON SPECIFICATION



Qualifications	Essential / Desirable
A good standard of education with English and Mathematics GCSE or equivalent at Grade C or above.	E
Experience	
Experience of working in a very fast paced office where the ability to prioritise is key.	E
Experience of working and supporting within a team.	E
Experience of talking to members of the public.	E
Experience of working in a fast paced environment.	D
Experience of working in a school.	D
Knowledge & Skills	
Ability to work in an organised and methodical manner and maintain accurate records.	E
Ability to convey information clearly and accurately orally and in writing to a range of people.	E
Ability to take personal responsibility for organising day to day workload.	E
Ability to work effectively and supportively as a member of the school team.	E
Able to deal calmly, tactfully and effectively with a range of people.	E
Ability to show sensitivity and objectivity in dealing with confidential issues.	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to casey.rose@swale.at or by post to the following address:

Mrs Casey Rose
The Eastbourne Academy
Brodrick Road,
Eastbourne,
East Sussex
BN22 9RQ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732