

Arnold Academy
Clerical Assistant &
Attendance Administrator
Recruitment Pack



Welcome to the Pyramid Schools Trust

At Pyramid Schools Trust, our uniqueness lies in our unwavering commitment to collaborative excellence.

We're not just educators; we're partners in shaping futures. What sets us apart is our genuine belief in the power of community and collaboration.

In every aspect of our practice, from curriculum development to pastoral care, we place a premium on inclusivity and belonging. Our familial approach ensures that every partner, whether student, parent, or staff member, has a voice that is not just heard but valued.

This sense of belonging fosters a supportive environment where everyone can thrive. We achieve this through our ability to seamlessly integrate all-through education, spanning from early years to post-16, while staying true to our core beliefs of achievement, integrity, and enjoyment.

By providing a consistent framework for teaching and assessment across the trust, we ensure that every pupil has equal opportunities to excel. But what truly sets us apart is our relentless pursuit of excellence. Our vision is not just to provide education; it's to provide world-class opportunities that empower our learners to flourish in life. From our innovative curriculum to our dedicated staff, everything we do is geared towards achieving the best outcomes for all.

At Pyramid Schools Trust, we're not just building a brighter future; we're building a community where every individual can **achieve, belong, and contribute**. Together, we shape the future generation for success.

Steve Kelly, CEO





Welcome from the Headteacher at Arnold Academy

Dear Applicant,

Thank you for your interest in the post of Clerical Assistant & Attendance Administrator at Arnold Academy – a middle school, and part of the Pyramid Schools Trust. You will be joining myself and the warm and welcoming support staff team. The successful candidate will ideally have school administration/office experience and complement a team of hard-working, dedicated, efficient, and friendly staff. This is a temporary role to provide cover for a long-term sickness absence.

Arnold is a wonderful school where everyone works together to achieve the very best for all its pupils and truly reflects our motto 'The best we can be in all that we do'. In staff we appoint, we look for someone with a love of learning, who is flexible, and is able to help our pupils achieve their goals.

We are situated on the edge of a thriving and popular village. Barton le Clay lies between the M1 and the A1, and many commute to Luton or Milton Keynes, or to London, but it retains a village feel, and there is a strong connection to the school.

This is a fast-growing area of the country, with challenges ahead as new housing is planned both in the village and in the wider area. We are also just five miles from Luton – one of the most diverse towns in the country - and many pupils make the journey from there each day.

Arnold was one of the prime movers towards forming the Pyramid Schools Trust, and continues to play a key role. The successful candidate will find our school governing body committed to supporting staff, but also not afraid to challenge. Staff at Arnold are dedicated, parents are supportive, and the school is full of talented, caring pupils.

We strongly recommend tours of the Academy and a chance for you to meet us prior to application, although this is not essential. Please email admin@aa.pstrust.co.uk in order to arrange a tour.

May I thank you for your interest and wish you good luck in the future if you are not successful on this occasion.

Kind regards

Pete Roberts - Headteacher

School Vision

At Arnold Academy, we aim to make every day enjoyable and successful for our children. We commit to ensuring our pupils have the best environment in which to flourish and nurture their talents and qualities. In addition to high academic achievement, we want our pupils to have a strong moral purpose, underpinned by positive values. By focusing on this, we aim to ensure that Arnold pupils understand their responsibilities and play an active and positive role in their community, both now and in their future lives.

Our aims reflect our commitment to high standards in a happy and purposeful atmosphere of high expectation.

Our aims are:

- To attain high standards of achievement, and ensure that every child fulfils their potential.
- To provide a high quality and stimulating curriculum.
- To provide a secure, challenging and happy environment in which our pupils enjoy learning.
- To extend children's understanding of themselves, of the world in which they live, and of the school and wider community.
- To engender positive values such as respect, tolerance and care so that our pupils have an understanding of others and the diverse society in which we live.
- To work in active partnership with parents and carers.
- To promote the highest standards of behaviour, good relationships and positive attitudes.
- To achieve confidence, independence, perseverance, co-operation and adaptability.
- To ensure equality of opportunity for all at Arnold Academy.

At Arnold Academy we have four CORE school values that underpin the culture of our school. They are:

- Community
- Opportunity
- Respect
- Environment

Pupils are reminded regularly of expectations at regular points throughout the day. Staff use assemblies, community time and opportunities within lessons to refer to our school culture and the values. We use a restorative approach to educating our young people around respect and kindness to others.



Job description: Clerical Assistant & Attendance Administrator

Job details

Pay Scale: Grade 3A (Points 5 – 7) £19812 - £20447 pa (actual – pay award pending), term time only plus 5 training days

Hours: 33.5 hours per week – Monday & Tuesday: 8.30am – 4.00pm & Wednesday to Friday: 8.30am – 3.30pm.

Job Purpose

To provide reception/clerical support within the academy and attendance monitoring and analysis.

Main Responsibilities

- To undertake reception duties as required; respond to telephone and face-to-face enquiries and contribute to the smooth running of the academy office, in line with the values of our academy, signing in visitors, operating the school telephone system etc.
- To be helpful and loyal to the academy. To work in a cooperative, diplomatic, and flexible manner. To foster and maintain good working relationships, acting as a courteous, friendly, and business-like member of the academy team.
- To undertake attendance duties to ensure the safety of all pupils by checking registers and ascertaining the whereabouts of missing pupils.
- To deal with class registers, extracting and collating data on pupil absence and following up absences as required by the Headteacher / Assistant Headteacher (Pastoral), either by telephone or letter.
- To maintain statistical data on pupils' attendance and preparing and analysing reports for the Assistant Headteacher (Pastoral).
- To provide clerical support to the teaching staff.
- To accurately record details of any actions, events, prospective pupils, phone calls.
- To book pupils in and out of school and to maintain a register of pupils leaving the premises through illness or medical appointments. To record and sign visitors in and out of the academy.
- To maintain pupil records including changes of address, emergency contact numbers etc. ensuring that both paper copies and the Bromcom database are accurate.
- To ensure that regular updates and reminders are sent to parents/carers to maintain pupil records; school transport data; emergency contact details for winter weather arrangements, etc.
- To assist with the booking system for school dinners, etc, communicating with parents and maintaining accurate records.

- To open, sort and distribute incoming mail. Receive incoming goods and check against orders, as required.
- To care for sick pupils, arranging first aid as necessary; contacting parents or ambulance/medical service, where required. To oversee recorded details of first aid action taken and ensure that, for any head injury, parents/carers are notified and the correct procedures are followed.
- To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment; organise monthly reviews and arrange disposal of unclaimed items.
- To arrange hospitality requirements and meeting room facilities as and when directed in liaison with the Site Manager and Senior Leadership Team.
- To exercise responsibility for ensuring fair and equal treatment of all employees and visitors.
- To keep up-to-date and informed about recent developments in your job; to participate in annual professional development opportunities and training.
- To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information, ensuring General Data Protection (GDPR) compliance at all times.
- To undertake any other duties of a similar level and responsibility as may be required.

Person specification

CRITERIA	QUALITIES
Education / Qualifications	● A minimum of 3 GCSE level A* - C including English and Maths (or equivalent).
Experience	● Minimum of two year's recent experience in a customer/client service support environment. ● Experience of general clerical/administrative duties. ● Recent up to date experience in word processing packages, eg. Word, Excel and email.
Skills / Knowledge / Aptitude	● Excellent interpersonal skills. ● Excellent organisational and time management skills. ● Ability to relate well to children and adults. ● Ability to work as part of a team and to use initiative when required. ● Ability to cope with conflicting demands, deadlines and interruptions. ● Effective written and verbal communication skills. ● Ability to use ICT to create and analyse data accurately. ● Ability to maintain confidentiality at all times.
Motivation	● Willingness to be flexible. ● Willingness to undertake appropriate professional development.
Physical	● Ability to meet the physical needs of the role.
Other	● To be first aid trained or willingness to undertake first aid training.