

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Attendance Administrator	School:	Harrogate Grammar School
Salary Grade:	Band 6 SCP 5-8	Working Hours:	20 hours per week Monday-Friday
Contract Type:	Permanent, Term Time Only + Training Days	Location:	Harrogate

Responsible to: Deputy Headteacher

Role summary: Working within Pastoral Services with a primary focus on daily student attendance administration and routines. The role involves the accurate and timely recording of attendance through interaction with parents, staff and students. You will also manage and respond to accurate data, producing reports and statistical information as required. This is a very important role in achieving our ambitious aim of 97 per cent attendance across the school. The role will also include general administration and assistance with other duties at times of high workload.

Special conditions of service: No smoking policy, including e-cigarettes/vaping. Occasional requirement to work outside of school hours and off school premises.

Role specific responsibilities:

- To support the implementation of the school's Attendance Policy and procedures, promoting excellent attendance and punctuality for all students.
- To undertake all daily and periodic attendance administration routines using Arbor, ensuring attendance records are accurate, up to date and compliant with school and statutory requirements.
- To monitor, evaluate and review attendance administration procedures, identifying opportunities to improve efficiency, accuracy and effectiveness.
- To monitor and maintain attendance records for students accessing alternative provision, ensuring attendance information is obtained, recorded and reported appropriately.
- To work closely with pastoral staff, form tutors and curriculum teams to monitor lesson attendance, daily attendance and punctuality, escalating concerns in line with school procedures.
- To promote timely, effective and professional communication with staff, students, parents/carers, external agencies and other stakeholders regarding attendance matters.
- To support the Attendance Lead and pastoral teams by providing accurate attendance information and data to inform interventions and student support strategies.
- To liaise with students, parents/carers and external agencies regarding attendance matters, providing information and directing enquiries to the appropriate staff where required.
- To issue attendance letters, notifications and other communications to parents/carers in accordance with school and local authority procedures.



- To maintain confidentiality and process attendance information in accordance with data protection requirements.
- To provide administrative support for attendance monitoring, attendance meetings and attendance-related casework.
- To cover agreed duties of attendance and administrative colleagues during periods of high workload, annual leave or absence, ensuring continuity of service and effective attendance management.

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission
Nurturing ambition, delivering excellence and enriching children's lives.

Our Trust Values

- Collaboration**
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals

- We champion learning**
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to use own initiative and motivate others	*	
Ability to develop positive relationships with a wide range of young people	*	
Ability to investigate, evaluate, solve problems and make decisions	*	

Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Ability to contribute to wider school life	*	
Ability to work under pressure and to meet deadlines	*	
Effective written and oral communication and organisation	*	
High level numeracy/literacy skills	*	
Able to communicate effectively with staff, students, parents/carers	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Good attention to detail and work to high levels of accuracy	*	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSE Level Education, Grade C or above (Maths, English)	*	
Appropriate Knowledge of First Aid or willing to undertake training	*	
Competent ability in ICT, able to demonstrate high-level skills and working knowledge of school systems	*	
Experience producing reports and using databases	*	
Experience of administering attendance in school		*
Administration experience within an office environment	*	
Understanding of educational issues and initiatives		*
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

