



**Waterfront
UTC**

Recruitment Pack

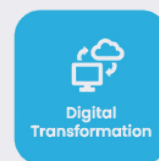
Attendance & Administrative Assistant



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



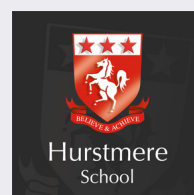
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



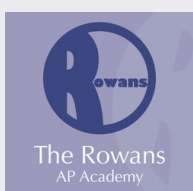
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to Waterfront UTC



Welcome to Waterfront UTC and thank you for your interest in this post. I am determined to recruit the best possible individual who is passionately driven to ensure that every child succeeds in life and becomes a pioneer for Engineering or Construction.

University Technical Colleges (UTCs) are government-funded schools with a STEM focus. Our students join us in September of Year 9 or Year 12, and study a tailored curriculum of technical qualifications which focus on Engineering and Construction, whilst building a solid understanding in the core subjects.

Our employer partners work closely with us, getting to know our students over the time they are here, supporting them with careers guidance, careers planning and ongoing project work. Established by companies and universities in areas of high demand for talent, UTCs benefit from industry standard equipment and specialist staff to provide students with the skills valued by employers.

Mrs McLean, Principal

Why choose Waterfront UTC?

- Opportunity to work with older students, aged 13-19, where students are treated as adults.
- 100% of students leaving Year 11 and Year 13 are placed in their chosen destination/career path
- A purpose built facility, with state-of-the-art equipment to aid our students' learning



NOR
367



Age Range
13-19



PP
27%



FSM
31.1%



SEN
31.3%



EAL
9.3%

Job Description

Job Title:	Attendance & Administrative Assistant
Contract Type:	Full time, Permanent, Term Time Only +2 weeks
Remuneration:	NJC D2 point 4-11

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Key responsibilities:

To support the Senior Administration Officer and school administration team in a variety of administrative

functions.

- To undertake reception duties when required, ensuring all visitors, staff and pupils are greeted in a friendly and appropriate manner ensuring that all visitors sign in and out in accordance with the academy's safeguarding policy
- To answer any incoming calls, both internal and external, redirecting/taking messages as necessary and acting on instructions received. To relay messages to staff and pupils
- Maintenance and supervision of pupils records (including admissions and leavers)
- Maintenance of pupil's profiles, complete and process statistical returns as required by the LA and DfE
- Deal with the opening and distribution of all incoming mail and recording and posting all outgoing mail
- Assist with the provision of welfare support to pupils, giving basic first aid where appropriately trained
- Provide advice and guidance to staff, students, parents/carers and others.

Administration:

- To work as a member of the Administration Team, providing smooth-running support services to the academy and its staff
- Maintain accurate manual and computerised records on the management information system
- To assist as required with the administration of exclusions, inclusions, school detentions, parent's evenings, school events, parents calendar and the options process
- Ensure data is entered in a consistent and accurate manner onto all data systems
- Provide data and produce reports in a timely manner to meet internal and external set deadlines
- Attend meetings/training and carry out administrative tasks and duties as specified on the academy calendar

Attendance:

- Oversee the academy's student attendance procedures.

- Ensure official registers are accurately maintained, checks on missing students are made and the management information system is updated and accurate.
- Work with students, parents and staff to manage the administration process and procedures for attendance.
- Communicate with parents as necessary using a range of communication channels including telephone, text message, email and in writing.
- Take and convey messages from parents about absent students, seeking to improve communication between the academy and parents whilst ensuring accurate records are maintained.
- Contribute to the associated communication and recognition programmes for good attendance.
- Coordinate and work with administration staff to fulfil associated administrative functions related to student attendance.
- Use data to produce management information, including regular reporting as required.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Provide advice and guidance to staff, students, parents/carers and others.
- Work with AASSA to maintain high attendance
- Regular meet with AAP to support student high attendance
- Support/attend/organise attendance meetings with parents/carers
- Undertaking accurate and efficient administrative tasks in order to ensure effective planning and preparation of attendance data via Arbor

Resources:

- Maintain an up-to-date and accurate inventory of stock and place orders wherever required
- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Management Information System, Email)

Additional duties:

- Admin Assistant specific responsibilities as agreed by the Senior Admin Assistant and Assistant Principal
- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time

after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> Maths & English GCSE or equivalent Grade C and above 	<ul style="list-style-type: none"> Evidence of ongoing Professional Development First Aid training
Experience	
<ul style="list-style-type: none"> Experience of working within an administrative setting Experienced in using a Management Information System such as Arbor or other equivalent 	<ul style="list-style-type: none"> Experience of working within the academy or education sector
Knowledge and Understanding	
<ul style="list-style-type: none"> High degree of accuracy Ability to manage time effectively to complete tasks to a high level Ability to work both alone and within a team to achieve specified standards Be flexible to changing demands of the post To undertake any training relevant to the role 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards
Characteristics and Competencies	
<ul style="list-style-type: none"> Excellent communication including verbal and written skills Competent with IT and other software packages such as Word, Excel and PowerPoint and Management Information Systems Good organisational skills and a good eye for detail A solution-focused mindset and determined “no-excuses” approach to raising standards A personable nature to build effective relationships Ability and keenness to promote the Trust’s positive culture and ethos A high level of integrity, confidentiality and discretion Ability to develop good personal relationships within a team, making an effective contribution to high morale 	



THE HOWARD
Academy Trust