



Olive Academies

Receptionist and Attendance Officer

OA-Tunbridge Wells

- £31,537 - £33,699
- Term-time only - 39 weeks per year / 37 hours a week
- Local Government Pension Scheme
- OA benefits package

[Apply now](#)

To arrange an informal discussion or to visit the academy, please phone 01892 357375

Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.

About OA-Tunbridge Wells

Based in the Kent borough of Tunbridge Wells, our academy specialises in alternative provision and special educational needs, supporting up to 51 pupils for whom traditional teaching methods have not worked. Students join us following permanent exclusion from a mainstream school or due to medical needs, or social, emotional and mental health needs, that prevent them from attending a mainstream setting.

Our mission is to provide our pupils with creative, nurturing and inspiring opportunities which re-engage them in learning. By providing a safe and engaging environment, we endeavour to remove barriers and promote the opportunity for students to excel and reach their full potential. We provide a broad and ambitious curriculum, catered to the needs of each individual, delivering the knowledge and skills that our pupils need to succeed in education and beyond. The fundamental principles of our curriculum are:

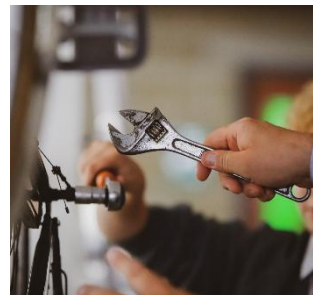
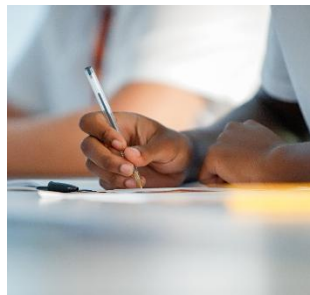
- Giving students real-world experiences.
- Creating a pathway to post 16 education, employment or training.
- Delivering outstanding learning and teaching.
- Offering rigorous and high-quality critique and feedback of students' work.
- Developing dynamic leadership – including staff and student leadership.
- Maintaining a culture of respect.

Working in alternative provision can be challenging but with it comes great rewards. This is your chance to improve the education, and lives, of some of the most vulnerable children and young people in London.

If you have the experience and enthusiasm to make a lasting difference to the students we support, we would love to hear from you.

Thank you for your interest.

Tony Machin
Executive Headteacher
OA-Havering and OA-Tunbridge Wells



"I like the variety in my job. **Every day is different** and brings new challenges. I have **great working relationships** with my colleagues and I feel **appreciated**."

"Everything is possible at Olive."

"I'm **proud to be part of a team** which provides students with positive experiences, **creating memories** that they can talk about in the future."

"Being part of Olive Academies means **making things happen** – supporting children who have felt let down by education, giving them the **skills to be successful** and watching them grow."

"I like that I have the **freedom to be creative** within education."

Job description

We are looking for a highly efficient person who will provide support across the academy on attendance and reception duties.

Receptionist

- receive telephone calls, redirect as necessary and deal with any enquiries
- maintain visitors' safeguarding administration
- maintain name badges for all staff
- assist school community with all general enquiries
- maintain a tidy and informative reception area
- manage the academy email box
- accept and sign for deliveries as appropriate
- undertake filing
- support with hospitality of any visitors and partners
- undertake administrative duties related to Purchase Ordering

Attendance Officer

- work closely with the academy attendance lead as well as other academy-based managers to improve pupil attendance
- keep accurate, effective records of attendance on Arbor and CPOMS
- monitor the attendance of all pupils including those off-site
- make first day absence calls to all absent pupils in line with the attendance policy and liaise with external agencies as necessary
- provide data as required to members of SLT in line with academy reporting procedures
- lead attendance meetings when required

- liaise with tutors, teaching and support staff and academy attendance lead as appropriate, particularly in accordance with Absence Referral Procedures, to improve attendance
- monitor attendance and punctuality and apply relevant school sanctions and rewards to raise the profile of attendance across the school
- send out attendance letters to parents/carers in response to concerns and improvements in pupils' attendance
- respond proactively to absence, liaising directly with appropriate staff
- maintain and share pupil context information with SLT and other partners where required
- share attendance information with dual schools
- meet with pupils and parents/carers around attendance barriers and implement support plans through an attendance contract
- conduct home visits in line with the attendance policy and in guidance and collaboration from the DSL team
- lead and arrange all pupil transport requirements, including liaising with the Local Authority (LA), taxi companies and parents
- complete LA forms in regard to reduced timetables, attendance referrals, EHE and CME
- help collate reports as necessary

Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the executive headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

Qualifications and training

Level 2 Mathematics and English or equivalent	A	Essential
Relevant qualification e.g. NVQ II/ III Business Admin or demonstrable ability at that level	A	Desirable
A level or equivalent	A	Desirable

Experience

Previous experience of working within a similar role	A	Essential
Experience of working collaboratively with others	A, I	Essential
Previous experience of working with a MIS database such as Arbor	A, I	Desirable
Previous experience of working in a school environment	A, I	Desirable

Knowledge

Detailed knowledge of IT systems; competent user of Office 365 (Word, Excel, SharePoint), computerised accounting systems and Management Information Systems (MIS)	A, I, T	Essential
Knowledge of school safeguarding procedures	A, I	Essential
An understanding of disadvantage and working in challenging environments	A, I	Desirable

Skills and abilities

Computer literacy skills with Microsoft products: Word, Excel, email, etc	A, T, I	Essential
Strong analytical, strategic, interpersonal and thinking skills	A, I, T	Essential
Ability to handle confidential material sensitively	A, I	Essential
Ability to work under pressure and prioritise effectively	A, T, R	Essential
Excellent writing skills and numeracy skills – with excellent attention to detail	A, I, T	Essential
Excellent communication skills in a variety of media to a range of audiences, including students, parents/carers, colleagues, external agencies and the wider school community	A, T, I	Desirable

Personal aptitude

Personal and professional resilience in the face of challenging situations	A, I, R	Essential
Self-motivated, productive, diligent, and thorough	A, I, R	Essential
Commitment to your personal and professional development	A, I	Essential
Convinced of the transformative nature of excellent education	A, T, I	Essential
Empathy with the needs of children	A, T, I	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
Personal commitment to promoting inclusion, diversity, and access	A, I	Essential
Commitment to the vision, values, aims and objectives of Olive Academies	A, I	Essential

Transform young lives with Olive Academies Trust

Thank you for your interest in working with Olive Academies.
We look forward to receiving your application.

[Find out more and apply.](#)

   oliveacademies.co.uk