



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



School Office Administrator/Attendance
Hardwicke Parochial Primary Academy





Dear Applicant,

The closing date for completed applications is 4th April 2025 at midday. Interviews will take place as soon as possible.

To submit your application please email the completed form to finance@hardwicke.dgat.org.uk before the closing date.

Yours faithfully,

Sharon Cale
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a part-time School Administrator/Attendance Assistant.

We are currently seeking a motivated, detail-oriented individual to join our school as a **part-time School Administrator/Attendance Assistant**. This role is essential in supporting the efficient operation of the school through accurate attendance management and a variety of general administrative responsibilities.

The post is offered at Grade 3 Point 6.

This is a post for 15.5 hours a week, term-time only.

Further details and an application form can be downloaded from the vacancy area of our website.

If you would like an informal conversation about the role please contact Sharon Cale (Headteacher) or the School Business Manager.

Closing date for applications is 4th April 2025 – midday.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.



Job Description

Job Title: School Administrator/Attendance Assistant

Responsible to: Headteacher

Contract Type: Permanent, Part-Time

Overall Responsibilities:

Attendance Management

- Accurately record and manage pupil attendance data.
- Ensure timely reporting of attendance information.
- Follow up on attendance discrepancies, communicating with pupils, parents and staff as necessary.
- Maintain and update pupil attendance records in the school's database.
- Analyse and share statistics with Senior Leaders and other professionals.

Administrative Support

- To greet all visitors and make them feel welcome whilst ensuring all necessary checks are undertaken in line with safeguarding guidance and requirements.
- Be a warm, approachable point of contact for parents, carers, and visitors.
- Perform general administrative duties to help develop the school's relationship with parents and the wider community.
- Handle reception duties efficiently, including answering telephone, email and face-to-face enquiries.
- Assist with school newsletters and website management.
- Support with organisation of school trips and manage payment tracking.
- Provide general administrative support to the school office.
- Ensure confidentiality is maintained and handle sensitive information with discretion.
- Maintain accurate pupil records.



- Undertake relevant training.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.



Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
Experience		
Office/administrative experience	X	
Attendance-related experience		X
MIS systems		X
Microsoft Office Tools	X	
Personal Qualities		
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use his/her own initiative	X	
Excellent organisational skills and attention to detail	X	
Flexible and co-operative team worker	X	
Reliable and punctual	X	
Able to work efficiently and accurately under pressure and to prioritise tasks	X	
Confident in dealing with a variety of stakeholders	X	
Professional and honest	X	
Additional Requirements		
A DBS will be required prior to appointment	X	
Good health and attendance record	X	
Excellent and unequivocal references	X	



Current driving licence and personal transport

X

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are current fourteen primary and one infant school within the Trust. Fourteen of the fifteen academies have religious designation as Church of England schools.

The Trust is currently working with a number of schools who are exploring academy conversion. It is therefore anticipated that the Trust will grow in number during 2018 / 2019.

The vision and ethos of the Trust

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one-another, as well as being outward facing and engaging with the wider local and national educational agenda. The ultimate aim of the Trust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.



In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR