

## Attendance Administrator/Education Welfare Assistant

**Location:** *Corby Technical School*

**Salary:** Grade 4 point 10 – £17,437.75 per annum (FTE £19,794 per annum)

**Hours per week / Weeks per year:** 37 hours, 40 weeks per year

Our students come from all walks of life, and we want our staffing body to be reflective of the communities we work within. Brooke Weston Trust does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity or expression, nationality, culture, age, disability, marital status or socio-economic backgrounds. We encourage and welcome applications from minority groups and foster a work environment that's inclusive as well as diverse, where people can be themselves.

### About Corby Technical School and the Attendance Administrator/Education Welfare Assistant

Corby Technical School requires an efficient and self-motivated Attendance Administrator/Education Welfare Assistant to join our growing team. The post holder will be responsible for administering school attendance data and working alongside the Safeguarding Officers to improve outcomes for pupils. Candidates should have an understanding of the potential barriers to learning and attending school faced by children and young people and assist the Safeguarding Officers to design and implement plans for improvement. The successful candidate will have experience of handling sensitive and often confidential information and have previous experience communicating with parents / carers and families as well as other agencies. Experience of working in the school environment is desirable but training and mentoring is available for the right candidate.

### The successful candidate will:

- Work closely with colleagues across the School, building effective relationships with all staff and students
- Ideally have previous experience of working with parents / carers and other agencies
- Have an excellent working knowledge of Microsoft applications, particularly Excel
- Work with the utmost integrity and confidentiality

### About Brooke Weston Trust

Our Trust was formed more than 25 years ago with a simple and clear mission – to transform educational performance in all of our communities. Working in some of the most challenging contexts, we improve our students' achievements by making long term commitments to the community and championing new approaches to improve the life chances for young people.

Our members of staff are essential to realising this vision, and a happy, motivated and supported team will deliver the best possible experiences for our young people.

We place great emphasis on creating a supportive and collaborative working environment in all our schools, where all staff can share best practice through our colleague networks. Brooke Weston staff get access to first class professional development through our Ambition Hub, which is also home to the Northamptonshire Teaching School.

[To find out more about working for our Trust and the benefits available to staff please check out the BWT Join Us Guide.](#)

### How to apply

If you think you can contribute in this role and to our organisation we welcome your application.

Further details about the School, the above position and details of how to apply can be found on our website Corby Technical School - Vacancies or by telephoning 01536 213100. Applications may be submitted in writing addressed to the Principal or electronically to [recruitment@corbytechnicalschool.org](mailto:recruitment@corbytechnicalschool.org).

## **Safer Recruitment**

Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts require proof of identity and as the role is working with children and young people this will also be subject to an enhanced disclosure barring service check.

A copy of the Trust Safeguarding and Child Protection Policy can be found here - [Safeguarding and Child Protection](#)

The Trusts position on the recruitment of Ex-Offenders can be found under section 7 of the Trust SCR, Safer Recruitment and Staff Files Policy - [Safer Recruitment and Staff Files Policy](#)

**Closing date: 15<sup>th</sup> July 2022**

**Interview date: TBC**

*Please be aware that if you have not heard from us within two weeks of the closing date your application has, on this occasion, been unsuccessful.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*