

The East Manchester Academy
A Member of the Education and Leadership Trust
60 Grey Mare Lane, Manchester, M11 3DS
Academy Headteacher: Ms J Bowen
Tel: 0161 230 8039 **Fax:** 0161 223 2245
Web site: www.theeastmanchesteracademy.co.uk
Email: recruitment@temac.co.uk

Attendance Officer

Required from September 2022

Salary: Grade 6 Points 21-25 £23,125 - £25,800
(actual salary)

Full Time 35 hours per week Term Time + Inset

‘Committed to safeguarding and promoting the welfare of children’

At TEMA, we are passionate about our students and community and are committed to achieving our ambitious vision.

‘We will equip all students with the skills, abilities, attributes and qualifications to pursue a fulfilling career, contribute positively to their communities and be active, global citizens.’

We are on a transformative journey of improvement and our recent Ofsted monitoring report shows how far we have come. Now, we are looking to add further capacity and expertise to our team. If, like us, you passionately believe in social justice and the power that education can have on students’ life chances, this post will provide an ideal opportunity to join a like minded forward thinking team here at TEMA.

This role is an excellent opportunity for a highly reliable and conscientious professional who will play a vital role within the academy’s expanding Student Support team. This role is central in ensuring that we raise achievement by improving school attendance and keeping in contact with families in their own homes and elsewhere to assess the reasons impacting on attendance, and ensuring accurate record keeping and legal paperwork is compliant.

You will have absolute commitment to wanting the best for children and young people, along with tact, discretion and diplomacy in all interpersonal relationships with parents/carers, students and colleagues at work. You will be self-motivated and have a personal drive to complete tasks to the required timescales and quality standards, you must have the flexibility to adapt to changing workload demands and new school challenges that may involve working beyond prescribed hours on occasion.

You will also have personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of our students.

The successful candidate will have a good standard of education and be able to plan and manage tasks efficiently. You will also need to be able to communicate at all levels and work patiently with students aged 11 and over.

The successful candidate will join an academy that is relentless in its drive to ensure our students and staff alike achieve their very best and our proud of themselves. We are proud

to serve our diverse and inclusive community and wish to appoint a practitioner who shares our commitment to young people in challenging circumstances who believes that excellent leadership can leverage high levels of performance and remains optimistic in the face of adversity.

The East Manchester Academy is committed to safeguarding, child protection and promoting the well-being of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check prior to starting.

At TEMA we understand that investing in our staff is the best investment in our students and offer a wide range of strategies to help our teachers and support staff be highly effective in their roles. This includes:

- Strategic partnerships with external organisations to support staff development
- A genuine commitment to wellbeing and effective workload management
- Opportunities for flexible and or part time working
- Bike2work scheme
- Gym membership
- Employee Assistance
- Pension Fund
- On-site parking for staff

Securely Apply for this Position via *WeTransfer*

Please visit this vacancy on our website (www.eltrust.org/careers) and follow the instructions to securely send us your completed application pack:

Complete your application in your preferred text editor (e.g. Microsoft Word)

- Follow the 'apply now' link on the appropriate vacancy on our website
- Attach your completed application files
- Add your email address to the 'your email' field (so we can easily get in touch if needed)
- Click 'transfer' to send your files

You do not need to sign in or sign up to WeTransfer to use this feature.

Alternatively, you can apply by post.

Please return your application form to recruitment@temac.co.uk **by 08:00am on Wednesday 10th August 2022.**

Interviews: Date to be confirmed

As it is not possible to inform each applicant if they have been selected for interview, if you have not been contacted before the interview date please be aware that you will not have been successful on this occasion.