

Thames View Infants

Bastable Avenue
Barking
IG11 0LG

Headteacher: Paul Jordan

ThamesViewInfants.org
Part of the TVI Learning Trust

Twitter @TVInfants



Attendance Leader (permanent)

27.5 hours (8:00-2.00) term-time only + 1 week

Scale 4

£17,470-£18,347 (actual salary)

Required ASAP

Governors are looking to appoint an (ideally) experienced Attendance Leader, who is child-friendly and caring to join the Inclusion Team within our particularly vibrant and caring School. The job is term-time only, plus 5 non pupil days per annum. TVI has 438 pupils (incl a 78 place Nursery).

Thames View Infants has high attendance, in part due to the nurturing relationships we build with families. The Attendance Lead is central to promoting high attendance, challenging low attendance, building trust with families; and works closely within our very well-connected Inclusion Team. It's a very rewarding hands-on role.

The successful candidate will be a well-organised, efficient, flexible and motivated individual with integrity and empathy, who is able to maintain a positive, calm, friendly and professional manner in our Outstanding School. Ideally, you will have at least 1 years' experience of working within a School Office environment and a School's MIS package.

You will have a great work ethic, be professional, reliable, committed, resilient and keen to make a difference to the lives of our children and their families. You will have good communication skills, be flexible, able to embrace change and take on board advice. Good time keeping and punctuality is essential.

The post holder's key responsibilities will be to:

- Leading in the monitoring of pupil attendance – including implementing the school's attendance routines on a day-to-day basis and over time as identified within School Policies.
- Work in partnership with the Inclusion Team and in conjunction with the neighbouring Junior School to ensure a "joined up approach" to attendance between both institutions.
- Lead our School's Nursery Admissions.
- Help the Office runs smoothly in response to school needs (for example, ordering and replenishing stock).

As the successful candidate you will:

- Have a good understanding of the barriers that prevent children from attending School every day.
- Be good at analysing and comparing data, identifying trends.
- Be willing to learn and take on new challenges.
- Present as calm, confident and resilient.
- Be an effective team member who is professional, proactive and has a positive disposition.
- Have a good level of written and spoken English; being educated to GCSE A-C or above in English and Maths
- Know the importance of safeguarding and child protection when working with vulnerable and very young children.
- Have strong organisational skills and the ability to prioritise effectively
- Have an ability to show initiative and work independently
- Empathetic and understand about social poverty and making a difference to families & their children

Accordingly, we will offer you:

- An opportunity to work within an Outstanding Academy, a growing Multi Academy Trust, with additional incentives for running after-school clubs.
- A diverse and vibrant demographic, with a team of aspiring professionals, representing a rich ethnic-blend.
- A career opportunity within an up-and-coming locality, with recent regeneration initiatives.

Potential candidates may wish to know that our admissions policy enables the School to prioritise the admission of children of staff recruited to posts in which there is a demonstrable skill shortage.

Before you apply, come and see us for yourself! **Prior visits to school are most welcome and highly recommended.** Watch our promo video here: <https://tinyurl.com/TVI-on-YouTube!>

Closing date Noon 24th November 2023.

Please note: Due to the expected high response to these vacancies we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published closing date.

To apply: please complete our (a) **Non-Teaching Application Form** and our (b) **Safer Recruitment Form** from <https://thamesviewinfants.org/about-us/about-tvi/vacancies/>. Return both electronically to Kelly.Ager@thamesviewinfants.org (including "Attendance Lead" in the subject line). **Please note, CVs will not be considered. Only new applicants need apply.**

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