



Attendance and Nursery Admissions Officer

**The Attendance and Admissions Manager is responsible for ensuring the optimum attendance of all students in years 0 to 6 and admissions to the Academy
Pay Range – dependent upon experience
Required for November 2018**

Legra Academy Trust provides high quality, high impact early years, primary and secondary education in Essex. Working together, we make a huge impact on the lives and education of both our young people and staff. We are committed to providing professional development for both our staff and governors, in order to achieve sustainable improvement.

Are you extremely well organized and structured in your approach, with an excellent administration background.

As the Attendance and Admissions Officer you would be responsible for liaising between home and the Academy with identified children and parents. Liaising with senior leadership team, teachers and tutors to overcome barriers to improve attendance.

You will work closely with outside agencies and developing positive links with parents and children alike. Maintaining excellent records and an attendance diary, preparing reports as needed, along with register monitoring ensuring completion and working daily to improve student attendance within the Academy.

You will additionally be responsible for admissions ensuring we meet our agreed targets and dealing with all aspects of the process and appeals.

Darlinghurst Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Following safer recruitment procedures, this appointment will be subject to an enhanced disclosure from the Disclosure Barring Service and satisfactory references. Belfairs Academy is an equal opportunities employer and we are committed to positive employment policies to promote equal opportunity in employment.

**Closing Date for Applications: 12th October 2018
Interviews week commencing – 22nd October 2018**