

Headteacher: Mr C. Devlin

Kepier  
Dairy Lane  
Houghton-le-Spring  
Tyne and Wear DH4 5BH

T: 0191 512 8960  
info@kepier.com  
www.kepier.com



### **Administration Assistant (Attendance)**

**37 hours per week, Permanent**

**Term Time only (38 weeks) + 10 days - Actual Pay £21,151.49 - £22,618.53**

**NJC Scale - Point range 7-11**

**Starting on- 8th January 2024**

We are looking for an Administrative Assistant for Attendance to join the Pastoral team. The successful candidate will have excellent knowledge and understanding of attendance procedures including:

- Responsibility for the accurate management of Kepier's roll reconciliation including; reduced timetables, dual registrations and removal from roll.
- The coordination of registers in the event of a fire alarm.
- Liaison with parents concerning absence from school including oversight of ClassCharts Absence reporting.
- Ensuring that fixed term suspensions and permanent exclusions are recorded accurately and relevant agencies are notified in a timely manner.
- Liaison with Year Managers and Senior Leaders regarding 'In Year Admissions', including; enrolment status, timetable and data collection.

The successful candidate will be computer literate with specific knowledge of Google Suite. The experience or the ability to carry out administrative tasks, including the ability to present work clearly and professionally and the use of creating reports in SIMS and Class Charts is essential.

The school is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. All School posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants will be subject to appropriate background checks and vetting including an enhanced DBS check and checks against the children's barred list. Please note that in all cases written references will be taken up and made available to interviewers before the final selection stage.

Application form, job description and person specification are available on-line at [www.kepier.com](http://www.kepier.com). Application forms (please do not attach additional letters or statements) should be returned to [recruitment@kepier.com](mailto:recruitment@kepier.com) no later than 12 pm on Friday 8th December 2023. Interviews will take place week commencing 11th December.

We fully appreciate the time and effort required in completing an application and, whatever the outcome of this particular process, we are grateful for your interest in working at Kepier and wish you every success with your future career. Applicants who have not been contacted within 2 weeks of the closing date should assume they have been unsuccessful.

Registered Office:  
Dairy Lane, Houghton-le-Spring,  
Tyne and Wear DH4 5BH  
Company Registered in  
England and Wales:  
Registered Number 07693870

