



**Oak Tree**  
Primary School

Oak Tree Primary School is seeking a  
**Executive Assistant to Headteacher  
& Attendance Officer**



dmat.education



## Welcome from our Oak Tree Headteacher

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Oak Tree Primary School is looking to appoint a dedicated and committed individual to join our team and support our school and community. This is an exciting opportunity to contribute to the success of our pupils and staff.

We are proud to have recently joined Durrington Multi Academy Trust (DMAT), a group of schools committed to high standards and continuous improvement. Being part of DMAT means access to shared expertise, resources, and professional development opportunities across the Trust, enabling our staff to grow and stay at the forefront of educational practices. DMAT is focused on creating inclusive, high-performing schools where both staff and pupils can thrive.

At Oak Tree Primary, we value high-quality teaching and we are committed to fostering a positive and nurturing environment. The successful candidate will play an important role in supporting the smooth running of the school and ensuring the best outcomes for our pupils and community.

Our school has a collaborative team culture, with access to professional growth opportunities as part of DMAT. The school's local committee and Parent-Teacher Association (PTA) provide additional support, helping to ensure the

school continues to thrive and meet the needs of its pupils, staff, and families.

You will enjoy being busy and working across different work streams. 'Team' runs through all that we do and in busy times 'everyone mucks in' to support one another.

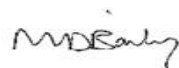
Oak Tree Primary is proud to offer excellent facilities, including large school grounds with outdoor spaces for forest school, an allotment, and an environmental area, supporting learning beyond the classroom.

We place a strong emphasis on building positive relationships within our school community, creating a welcoming and supportive atmosphere for all.

To discuss the role further please contact [office@oaktreeprimary.co.uk](mailto:office@oaktreeprimary.co.uk)

We look forward to hearing from you.

Kind Regards,



Miss D Bailey



# The Role

## EA to Headteacher & Attendance Officer

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### Salary

**Hours:** This post is term time only plus 5 inset days, Monday to Friday, 8am to 4pm - 37 hours per week

**Salary:** Grade 5 SCP 7 (£25,584 FTE, £22,042 actual) to Grade 6 SCP 9 (£26,409 FTE, £22,752 actual) dependent on experience

Reporting to: Headteacher

### Key aspects of the role

- To provide exceptional, pro-active, confidential and personal service to the Head Teacher, carrying out a range of secretarial and administrative tasks, working with staff, parents and pupils as required to support the smooth operation of the school.
- Proactively working with staff and parents in ensuring excellent pupil attendance, recording absence, and preparing reports as required.

### Responsibilities and key tasks

#### EA to the Headteacher

##### Administration

- Serve as the first point of contact for the Headteacher from all stakeholders, responding efficiently and professionally to all inquiries, and managing requests with tact and discretion.
- Manage the Headteacher's diary, meetings, and hospitality, prioritising tasks based on urgency and relevance to the school's needs.
- Provide comprehensive support across various tasks, including Human Resources (HR), preparing reports, liaising with staff, and attending meetings as required.
- Draft and proofread letters, emails, reports, and documents promptly and accurately, ensuring timely follow-up on actions.

- Produce reports and support the Headteacher with school and trust policy management and distribution as well as other necessary documentation.
- Assist in distributing school communications, newsletters, and maintaining the school website and social media accounts.
- Maintain accurate pupil and staff records, including CPD, within the school's management system (Arbor).
- Ensure strict confidentiality and proper handling of sensitive documents and materials.

### **Recruitment & HR**

- Supporting the recruitment process for school vacancies, posting vacancies, ensuring safer recruitment practices are followed, assisting with interviews, and conducting necessary safeguarding and DBS checks in accordance KCSIE. Ensuring oversees visa and right to work compliance are met.
- Carry out day to day general HR processing and record keeping, including absence management. Ensuring absence insurance claims and occupational health referrals and contracts.
- Liaising with the relevant trust staff in accordance with trust policies and procedures to ensure all personnel and payroll information are kept up to date.

### **Other**

- Supporting the Headteacher with the exclusion processes where necessary.
- Responsibility of ensuring the Single Central Register is always up to date and compliant with guidance from the Headteacher.
- Pupil premium – work with office colleagues to ensure all entitlements are claimed for
- Support the Headteacher / colleagues with tasks relating to the new in-take
- Adhering to the Trust's record retention schedule, data protection policy, and data protection laws, ensuring the security, confidentiality, and proper handling of information.
- Be trained as a Designated Safe-guarding Lead (DSL).
- Undertake other duties as the Headteacher may reasonably direct.

### **Attendance Officer**

- Lead on school attendance, including daily registration, producing absence reports, and providing regular updates to the Headteacher and relevant stakeholders.
- Follow up on unexplained absences with families, building positive relationships with staff, parents, carers, and external professionals.
- Issue regular attendance letters to parents of pupils with attendance concerns, offering support and referrals as needed.
- Monitor school-wide attendance and alert the Headteacher if regular patterns arise as well as any safeguarding concerns.
- Act as the point of contact for staff regarding pupil data on Arbor/Insight, ensuring timely and accurate data entry.
- Be aware of changes on guidance and keep up to date with relevant training.
- Process requests for term-time absence.
- Undertake any additional duties assigned by the Headteacher.

## Person specification

Attributes	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<p>Educated to A level equivalent. Grade C or above at GCSE English and Maths</p> <ul style="list-style-type: none"> <li>• Successful experience of working in a large, complex, fast paced and highly regulated environment as an EA.</li> </ul>	<p>Degree Working in a school. Standard HR work</p>
	<ul style="list-style-type: none"> <li>• Good communication skills including both verbal and written; tailoring style and approach dependent on the audience.</li> </ul> <p>Highly organised, with strong attention to detail.</p> <ul style="list-style-type: none"> <li>• Ensure that knowledge and advice is always current and accurate.</li> </ul>	<p>3 Day First Aid at Work Qualification. Access to training will be provided  DSL training will be provided</p>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to work independently and on own initiative, with an ability to remain calm in a highly pressurised environment and to live the school's values</li> <li>• Ability to communicate with a range of audiences, including staff, governors, pupils and parents</li> <li>• Ability to prioritise and manage own workload to meet deadlines</li> <li>• Understanding of and experience of maintaining confidentiality</li> <li>•</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Personal presence, effectiveness and credibility to work with Senior Staff in a highly pressured environment. Able to demonstrate significant impact within current responsibilities. Be able to maintain a high level of confidentiality at all times.</li> <li>•</li> </ul>	<p>Evidence will be taken from your application, interview and references.</p>

All the above identified through application form/ interview / interview tasks/ reference and certificate checks

## Safeguarding

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Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our students and staff. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the Trust. Staff are supported through regular training and are expected to adhere to the Trust's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

## How to Apply

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Applicants must complete the application form and return it, alongside a personal statement. Please include the following, maximum 2 sides:

- Why you would like to be appointed to the role of EA to Headteacher & Attendance Officer at Oak Tree Primary School.
- Skills experience and impact you have had in role and how the impact and experiences you have had make you a strong candidate.
- What you would bring to Oak Tree Primary

Applications to be sent to: [office@oaktreeprimary.co.uk](mailto:office@oaktreeprimary.co.uk)

**Closing date for applications is: 9 AM Tuesday 22 April 2025**

**We welcome conversations about the post, school and Trust. Please contact [office@oaktreeprimary.co.uk](mailto:office@oaktreeprimary.co.uk) or 01444 233368**

Durrington Multi Academy Trust

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