



**Oak Tree**  
Primary School

Oak Tree Primary School are seeking a  
**EA 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.

Oak Tree Primary is 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 informed by research, including Rosenshine's Principles of Instruction, 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.

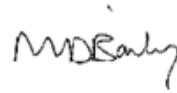
Our school has a collaborative team culture, with staff working closely across all year groups. Joining our team means becoming part of a supportive and inclusive environment, with access to professional growth opportunities as part of DMAT. The school's local committee and Parent-Teacher Association (PTA) provide additional support, helping to ensure the school continues to thrive and meet the needs of its pupils, staff, and families.

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.

If you would like a tour of the school before submitting your application, please contact the school office to do so.

Kind Regards,



Miss D Bailey



# The Role

## EA to Headteacher & Attendance Officer

Required from February 2025

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<b>Core purpose:</b>	<p><u>Executive Assistant:</u> To provide exceptional, confidential and personal service to the Head Teacher To contribute to the overall ethos, work and aims of Oak Tree Primary School To actively contribute to and support the strong team ethic which already exists within the school</p> <p><u>Attendance Officer:</u> To be one of the first point of contacts for parents and visitors regarding Attendance related matters To lead on the school's Attendance procedures and policy To maintain confidentiality, in particular in dealings with parents and outside agencies To maintain effective and efficient processes for all of the above</p>
<b>Reporting to:</b>	Headteacher
<b>Contract:</b>	Permanent
<b>Hours:</b>	This post is term time only plus 5 inset days, Monday to Friday, 8am to 4pm - 37 hours per week
<b>Grade:</b>	Grade 5 SCP 7 (£25,584 FTE, £22,042 actual) to Grade 6 SCP 9 (£26,409 FTE, £22,752 actual) – depending on experience

### Overall purpose of the role

- To provide exceptional and proactive support to the Headteacher, enabling them to perform at the highest level of efficiency and effectiveness.
- Serve as the primary point of reference for stakeholders, including staff, parents, and external contacts, addressing concerns or providing information in the Headteacher's absence.
- Act as a liaison between the Headteacher, school staff, Governors (including the Clerk to Governors), parents, and professional bodies, maintaining the highest standards of professionalism and organisation.
- Stay informed of updates in Safeguarding legislation and local authority guidance to ensure compliance across school operations.
- Support policy updates and disseminate changes to staff as required.
- Prioritise safeguarding and the welfare of children in all aspects of work.
- Ensure compliance with safer recruitment practices at all times.

### Safeguarding Responsibilities

- Demonstrate an ongoing commitment to maintaining the safety and wellbeing of children and young people.
- Promptly report any disclosures or safeguarding concerns to the appropriate authority.
- Stay updated on and adhere to all Trust policies related to safeguarding.
- Complete Designated Safeguarding Lead training.

### Main Duties and Responsibilities

This job description reflects the present position, and is subject to review and alteration in detail and emphasis in the light of the future needs or developments at Oak Tree Primary School.

### **Administration**

- Act as the first point of contact for the Headteacher; responding efficiently, politely and effectively as an informed gate-keeper.
- To liaise with other school staff, Governors and others within the Trust and school community, with parents/carers and professional associations, in a highly professional manner representing Oak Tree and DMAT.
- Effectively maintain and manage the tasks set by the Headteacher, diary, meetings and hospitality, using understanding of the School and Trust, and the Headteacher's priorities to make good judgements about urgency and appropriateness of requests; re-directing to other sources of help and advice as appropriate.
- Provide exceptional support to the Headteacher in all aspects of her work, including Human Relations (HR). This will involve understanding the processes, employment law and Trust policies, supporting in meetings, liaising and meeting with staff and preparing reports and correspondence.
- Draft letters, emails, reports and documents both promptly and accurately, ensuring follow-up actions are completed on time.
- Produce reports, policies and other Trust documents as required.
- Assist the Headteacher, SLT, School Office and Director of IT with distribution of school communications, newsletters and maintain the school website and social media accounts
- Assist the Director of Finance with financial systems and protocols accurately and efficiently, to include petty cash, duties claim, procurement and orders (on instructions from the Headteacher), goods and services, and any other financial documents; to ensure these are forwarded daily to the Finance Department at DMAT.
- Assist and ensure accurate pupil records and staff records/CPD are kept, using the Student Information Management System (Arbor).
- Assist the Headteacher, SLT and teaching staff with teaching and learning applications such as MARK, Insight, Tapestry, WSSfS.
- Excellent communications skills; using direction and tact to ensure all stakeholders receive a professional response.
- Ensure strict confidentiality is maintained at all times, including the management of confidential documents, materials and files.

### **Recruitment**

- Ensure effective support is provided to all involved in recruitment, at Oak Tree and within the Trust, to enable a swift response, always seeking to attract high calibre candidates.
- Ensure safer recruitment is adhered to, including placing and writing adverts and job descriptions, reviewing application forms and ensuring all checks are completed prior to interview and starting.
- Have lead responsibility for ensuring the appropriate processes and checks are in place to comply with visa and right to work regulations.
- Develop effective and productive relationships with external organisations.
- Advise the Headteacher on any legal changes in relation to recruitment processes.

### **HR/ Other:**

- Present in a highly professional manner to all stakeholders.
- The ability to maintain (even when under pressure) the highest professional values and ethics; applying tact and diplomacy and discretion in every aspect of the role.
- Ensuring all policies and job descriptions are up to date and the Trust complies with DfE academy guidance and subsequent distribution to individual schools.

- To ensure all personnel records are up to date including pre-employment checks and data protection/GDPR law is adhered to.
- Effectively liaise with the Director of Finance and EA to the CEO of the Trust, to ensure all personnel matters are up to date and accurate.
- Effectively liaise with the Director of Operations to ensure risk assessments and health and safety policies are up to date.
- Have overall responsibility to ensure the Single Central Register is up to date and compliant at all times.
- Develop systems and controls for employee information in line with Information Governance standards, storage and retrieval needs.
- Provide support for the Headteacher in a variety of ways including administration, accompanying to meetings and liaising with stakeholders of the Trust, under their direction.
- To undertake other duties as the Headteacher may reasonably direct.
- To carry out day to day general HR processing and record keeping, including recruitment, absence management (including absence insurance claims and occupational health referrals), contracts, flexible working requests, disciplinary, grievances and appraisal.
- In busy times support with exclusion processes.

#### Attendance Officer

- To develop and maintain constructive and positive working relationships with staff, parents, carers and professionals
- To lead on the school Attendance, including twice daily registration of pupils, producing Absence Reports and regularly updating the Headteacher, governors and Local Authority
- To produce termly attendance letters home for any pupils that require information to improve their attendance.
- To communicate with parents regarding their child's attendance, providing support and referrals when necessary
- To monitor whole school attendance, intervening with dropping attendances and alerting the Safeguarding team when appropriate
- To produce reports to Governors with regards to Attendance
- To undertake any duties which may be reasonably allocated by the Headteacher
- Arbor/Insight: to be the point of contact for staff regarding Arbor/Insight, relating to pupil data, and to ensure all data is entered in a timely manner and accurately
- Maintain morning registers and contact families with unexplained absence
- To complete annual Attendance / Registration Procedures Staff Training sessions
- To allocate houses to pupils and staff
- Administer requests for term time absence

This job description sets out the duties of the post at the time when it was drawn up. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual tasks needing to be undertaken may not be identified. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

## Person specification

Attributes	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Educated to A level equivalent Grade C or above at GCSE English and Maths</li> <li>• Successful experience of working in a large, complex, fast-paced and highly regulated environment as an EA.</li> </ul>	Degree Working in a school. HR work

	<ul style="list-style-type: none"> <li>• Good communication skills including both verbal and written; tailoring style and approach dependent on the audience.</li> <li>• High organised, with strong attention to detail.</li> <li>• Ensure that knowledge and advice is always current and accurate.</li> </ul>	
<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> </ul>	3 Day First Aid at Work qualification
<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.</li> <li>• Able to demonstrate significant impact within current responsibilities.</li> <li>• Be able to maintain a high level of confidentiality at all times.</li> </ul>	Evidence will be taken from your application, interview and references.

All of 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: Noon – Wednesday 12<sup>th</sup> February 2025

We welcome conversations about the post, school and trust. Please contact Headteacher Miss D Bailey [pa@oaktreeprimary.co.uk](mailto:pa@oaktreeprimary.co.uk) 01444 233368

Durrington Multi Academy Trust

The Boulevard

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