



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential

School Administrator and Attendance
Officer

Hatherley Infants School





Dear Applicant,

Thank you for your interest in the School Administrator and Attendance Officer post.

Hatherley Infants School is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website [Hatherley Infants School - Home](#) and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you.

The closing date for completed applications is 30th May 2025 at midday. Interviews will take place on 2nd June 2025.

To submit your application please email the completed form to admin@his.dgat.org.uk before the closing date.

Yours faithfully,

Freya Briggs
Operational Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a part-time School Administrator and Attendance Officer at Hatherley Infants School.

We are currently seeking a motivated, detail-oriented individual to join our school as a **part-time School Administrator and Attendance Officer**. This role is essential in supporting the efficient operation of the school through accurate attendance management and a variety of general administrative responsibilities.

The post is offered at Grade 3, Point 6, depending on experience.

This is a part-time post – 3 days a week equating to 19.5 hours per week.

8.30am-3.30pm with 30 minute unpaid lunch break, 39 weeks per year (term time plus inset days). This is pro-rata with the above detail to £11,390 annual salary (NJC pay award pending).

Further details and application form can be downloaded from the vacancy area of the website. [VACANCIES](#)

Closing date for applications is Friday 30th May 2025 with interviews week commencing the 2nd June 2025.

Safeguarding

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate and any offer is subject to further safeguarding checks having been completed, including an online search.

A copy of the school's Safeguarding and Child Protection Policy can be found here:

[Hatherley Infants School - Policies](#)

Ex-offenders

Information on the recruitment of ex-offenders can be found in our Safer Recruitment policy, a copy of which is available on request.



Online searches

It is a requirement of the recruitment process that online searches are undertaken for potential candidates. By applying for the post you consent to the school carrying out online searches of publicly available information, including social media, prior to interview.

Job Description

Job Title: School Administrator and Attendance Officer
Responsible to: Headteacher
Contract Type: Permanent, Part-Time

Overall Responsibilities:

Attendance Management

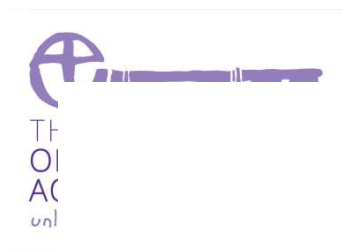
- Accurately record and manage pupil attendance data.
- Ensure timely reporting of attendance information.
- Follow up on attendance discrepancies, communicating with pupils, parents and staff as necessary.
- Maintain and update pupil attendance records in the school's database.
- Analyse and share statistics with Senior Leaders and other professionals.

Administrative Support

- To greet all visitors and make them feel welcome whilst ensuring all necessary checks are undertaken in line with safeguarding guidance and requirements.
- Be a warm, approachable point of contact for parents, carers, and visitors.
- Perform general administrative duties to help develop the school's relationship with parents and the wider community.
- Handle reception duties efficiently, including answering telephone, email and face-to-face enquiries.
- Assist with school newsletters and website management.
- Support with organisation of school trips and manage payment tracking.
- Provide general administrative support to the school office.
- Ensure confidentiality is maintained and handle sensitive information with discretion.
- Maintain accurate pupil records.
- Undertake relevant training.

Standards and Quality Assurance:

- To support the ethos, aims and values of the school.
- To follow and implement school policies and procedures.
- To set a good example in terms of dress, punctuality and attendance.



- To undertake professional duties that may be reasonably assigned by the Head Teacher, Senior Leadership Team.
- To be proactive in matters relating to health and safety and be committed to safeguarding pupils.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

Person Specification

Essential Desirable

Personal Values

Committed to actively promoting the Christian ethos and values of the academy	X
Committed to the school vision	X

Experience

Office/administrative experience	X	
Attendance-related experience		X
MIS systems		X
Microsoft Office Tools	X	

Personal Qualities

Friendly and approachable with strong written and oral communication skills	X
Well-motivated with the ability to use his/her own initiative	X
Excellent organisational skills and attention to detail	X
Flexible and co-operative team worker	X
Reliable and punctual	X
Able to work efficiently and accurately under pressure and to prioritise tasks	X
Confident in dealing with a variety of stakeholders	X
Professional and honest	X

Additional Requirements

A DBS will be required prior to appointment	X
Good health and attendance record	X
Excellent and unequivocal references	X
Current driving licence and personal transport	X



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

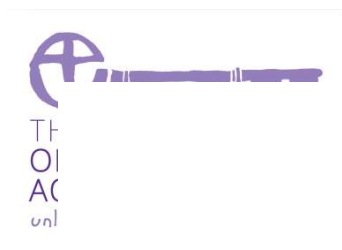
Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal



- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance