



Grace Academy Solihull

Grace, Integrity, Excellence, Respect and Potential



Administrator for Attendance Grade F- £23,893 to £24,294(fte)

Salary will be pro-rata'd according to agreed working pattern

Do you want to work in an Ofsted rated Good school where “Leaders put pupils at the heart of everything they do, pupils behave well in lessons and around the school and staff feel well-supported by leaders” ? (OFSTED May 2022).

Do you want to work in a place where 100% of staff feel they are well supported and cared for? (Staff Wellbeing Survey 2023)

Grace Academy Solihull aims to develop well educated, considerate and caring citizens with a strong sense of values who will succeed in, and contribute to modern society. At Grace Academy, we believe that excellent teaching and support, world-class facilities and outstanding resources combine to give our students the best possible preparation for their adult life.

An excellent opportunity has arisen for a detail oriented, proficient administrator to join our well established and high performing team focussing on attendance. The successful candidate will ensure accurate and timely recording of student attendance, support in the implementation of attendance policies, and provide administration support to students, parents, and staff regarding attendance-related matters. To provide, under the instruction or guidance of senior staff, administrative support in all issues related to raising standards of student attendance and punctuality.

Attendance experience is desirable but not essential- all training will be provided for the successful candidate.

Grace Academy Solihull is an 11 - 18 academy which has achieved outcomes that are consistently some of the best in the country when compared with similar schools. Leaders at the academy understand the need to maintain a work life balance for its employees. It is important that staff who work here feel supported, valued and looked after so they can deliver outstanding outcomes for the young people in our care.

If you are successful in your application, you will:

- Join a dedicated and welcoming team of professionals who are supportive and passionate.
- Join a school that trusts staff and takes their well being seriously. With sensible workloads, a two week October half term and a firm commitment to supporting staff however we can.
- Experience a flexible approach to your working life so that you achieve a balance with your personal commitments.
- Have a fantastic opportunity to take advantage of outstanding modern facilities, including a staff gym, plentiful secure parking, well appointed teaching spaces and state of the art IT equipment for every member of staff.
- Make a difference to the life chances of our fantastic young people.
- Be supported in your professional development so that you are given time to make the next step in your career.

We are proud of our school and would welcome anyone who is considering applying to contact us for further information or to visit us at the academy.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description. Further information requests or completed applications should be sent to:

Amy Pearson, School Business Manager E: amypearson@graceacademy.org.uk T: 0121 329 4600.

Closing date: 23 September 2024- Midday