



Ridgeway Academy
Herns Lane, Welwyn Garden City
Hertfordshire AL7 2AF
Tel: 01707 351350

Attendance Administrator

Pay scale: H4/H5 (SCP 6 – 13) £19,698 -- £23,080 paid pro-rata for hours and weeks worked depending on experience
Hours: 8.30am until 3.30pm Monday to Friday 32.5 hours per week
Weeks: 38 weeks term time only 0.729523 FTE
Actual salary: £14,370 - £16,837 (includes holiday entitlement)

Ridgeway Academy is a member of the Alban Academies Trust (AAT), together with Sandringham, Verulam, Garden Fields JMI, Wheatfields Junior and Wheatfields Infants' and Nursery schools. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. The AAT motto is 'Educational Excellence for Everyone'. The trust offers significant opportunities for career development of staff at all levels within our organisation. This is an exciting time to join the school as it takes the next step in its journey to becoming good and then outstanding.

We have an excellent opportunity for a dedicated and enthusiastic individual to join our talented support staff team. The Attendance Administrator will manage student attendance registers effectively and efficiently.

We can offer you:

- A supportive team with a passion for continuous improvement
- A commitment to professional development
- A collaborative working environment

We are looking for someone who:

- Has good interpersonal skills and an ability to communicate with a wide range of people
- Has a flexible and adaptable approach to working in a very busy environment
- Shares and delivers our vision to be an outstanding school
- Works hard, is enthusiastic and self-motivated

If you would like to join us on our journey and have access to career prospects through the Trust, we would love to hear from you. We are totally committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments will be subject to a satisfactory enhanced DBS disclosure, satisfactory references and medical clearance.

An application form is available on our website, www.ridgeway.herts.sch.uk. Applications must include a cover letter, no more than two sides of A4. If you have any queries, please contact the HR Officer by email (appointments@ridgeway.herts.sch.uk) or extension 373.

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

Closing date: 9:00am Friday 5 November
Interview date: Wednesday 10 November
Start date: December 2021