



STEPHENSON
TRUST
ON TRACK TO SUCCESS

Stephenson (MK) Trust

Bridge Academy

Stephenson (MK) Trust is an organisation committed to supporting young people who are at risk of exclusion from mainstream secondary provision (Bridge Academy) and specialist secondary provision for students with Social Emotional and Mental Health needs (Stephenson Academy). We provide inclusive education for young people with a range of educational and social needs in order to maximise and improve their life chances.

Attendance Officer

Salary: £28,282 FTE £24,434.81 (actual), term time only (39 weeks)

- **Do you want to make a difference to a young person's life in Milton Keynes?**
 - **Are you, or do you want to be a teacher?**
 - **Do you want to help us to build brighter futures?**

Bridge Academy is a two campus Alternative Provision, part of Stephenson (MK) Trust where we are committed to building a strong foundation within our workforce in order to improve the life chances of each young person within our Academies.

Our age range is 5-18 and we have an embedded induction programme and Initial Teacher Training scheme, as well as development within the Trust for support staff as well as teachers. Wellbeing is a high priority for us, for staff and students alike.

Do you want to make a real difference to your students? Is job satisfaction a priority? Want to achieve more than just results at the end of each academic year? Then come and join Stephenson (MK) Trust! We are dedicated to improving the quality of education for students excluded from mainstream school, some with complex social, emotional and mental health needs, giving them the best possible life chances.

We are seeking:

Are you a dedicated and committed individual who can put yourself in other people's shoes, are positive, flexible, resilient and can use your initiative? If so, you could make a difference to the lives of these young people.

The administrative assistant is responsible for supporting with the administrative and organisational processes within the school. They will also act as the initial point of contact for professionals parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

Personal qualities such as integrity and being able to work effectively as part of a team are more important than experience in this field, which is why our staff join us from different roles and trades.

Why choose our Trust?

We can offer you:

- A welcoming and positive working environment where the wellbeing of both students and staff is a top priority
- High quality professional development and support including bespoke CPD
- Small class sizes, with the ability to be truly creative, not prescriptive
- Progression opportunities across the Trust

- Free access to holistic treatments as part of our wellbeing policy

Closing date for all applications: Friday, 20th September 2024

Interviews will take place: Tuesday, 24th September 2024

Please note Qualification Certificates and Identification Documents are required at Interview.

Visits to Bridge Academy are welcomed by contacting: – Recruitment – 01908 889400

CVs will not be accepted but an application pack can be found on our website: <https://www.stephensonmktrust.org.uk/VACANCIES/> or alternatively email recruitment@stephensonmktrust.org.uk

Stephenson (MK) Trust is an Equal Opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf. An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post