



**Whitby School**  
Ad finem terrae



**Administrative Assistant (Attendance)**

**Recruitment Information Pack**

**NYES**

**Resourcing  
Solutions**

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## Whitby School

Whitby School is a new school, an exciting development for the Whitby community. Our school will be a positive, warm, and welcoming school where pupils will aim to do their very best and take pride in their achievements. By constantly challenging our pupils to excel, we will nurture aspirations and strive to cultivate a lifelong love of learning in our young people.

We are looking for colleagues who will provide a creative, safe, and caring environment where every child is known and cared for as an individual. In this climate, every young person can thrive as they develop in personality, character and intellect and become a highly successful learner and individual.

We believe we can provide a unique education for our young people. As a school at the heart of the community it serves, we will work in partnership as a school community to ensure our children not only receive a broad and balanced education but also allow them to enjoy the area they live in and make a positive wider contribution to the area.

At Whitby School, every pupil will be known, valued, and cared for as an individual. We will celebrate our pupils' talents, achievements, and successes, and understand and support pupils where they need help. We believe that every pupil has the ability, strength, talent, and determination to achieve their potential. As a school, we will therefore aim to provide our pupils with the very best education possible, by providing a wide and comprehensive curriculum and extra-curricular activities.

Whitby School opened in September 2024 following the merger of Eskdale School, Caedmon College and Whitby Sixth Form. The school is split across two main sites - our Airy Hill Site housing the lower school of Year groups 7 and 8) and our Prospect Hill site accommodating our upper school years groups of Years 9 to 13.

If you are looking for your next career move, then join us as we look forward to beginning an exciting new chapter for secondary education in Whitby.

## **Application Process**

The closing date for all applications is **9am, Friday 6<sup>th</sup> December**

Interviews will be held week commencing **9<sup>th</sup> December**

### **Apply via the NYC Jobs Page**

Please contact us if you need an application form in a different format.

Unfortunately we do not accept CVs.

An email will be sent to shortlisted candidates with details of the interview process.

***When applying please take into account the following:***

### **Supporting Information**

**The supporting information section** of your application should clearly evidence your ability to meet the requirements we have outlined in the person specification (see application pack). This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

### **References**

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer.

### **Queries**

please contact Chloe Bullen at [Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk) or on 01609 536 964

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate and barred list check. An online search may be conducted for successfully shortlisted applicants.*

## Job Description

POST: Administrative Assistant (Attendance)	
GRADE: CD	
RESPONSIBLE TO: Deputy Headteacher	
STAFF MANAGED: None	
JOB PURPOSE:	The core focus of this job is to complement the professional work of teachers by taking responsibility for implementing the school's pupil attendance policy and improving the attendance of pupils by closely monitoring trends and ensuring all absences are suitably followed up and recorded. Identifies particular pupils whose attendance is a barrier to their performance. Responsible for recording, monitoring, evaluating and reporting on pupil attendance data and undertaking a range of associated paperwork, under the direction of the Deputy Headteacher.
JOB CONTEXT:	Works within the school, promoting good attendance through identifying pupils with poor attendance, record-keeping according to expected DfE and LA requirements and school systems, and contacting parents/carers to ensure that attendance at school is kept as a high priority for maintaining pupil progress and pupil learning.  Enhanced DBS clearance required.
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Management	<ul style="list-style-type: none"> <li>• Communicates with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties, logging all communications with parents/carers, as appropriate.</li> <li>• Accurately input absences, including reasons for absences, onto the School database.</li> <li>• Produces a daily absence list for use in an evacuation roll call.</li> <li>• Monitors attendance and interprets statistical data to identify issues/patterns of non-attendance with individual pupils.</li> <li>• Monitor and evaluate the effectiveness of strategies with individual pupils.</li> <li>• Actively promotes good attendance with all pupils and promotes the school's attendance policy and procedures.</li> <li>• Administers pupil holiday request forms.</li> <li>• Undertakes general administration duties, as required.</li> <li>• Develops support materials and information to communicate clearly to pupils and parents/carers the school's attendance policy, raising the profile of attendance and punctuality across the school, under the direction of the Deputy Headteacher.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicates with staff to update them on pupil attendance and works with the staff to identify pupils with issues affecting their attendance.</li> <li>• Develops and maintains effective contact and communications with parents/carers and families, including sending out letters, as per LA and DfE guidance.</li> <li>• Meets regularly with Heads of Year and pastoral staff to discuss current issues and developments relating to attendance and punctuality.</li> <li>• Establishes links and communications with feeder schools to gain any relevant information about attendance records of new pupils, as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responds to enquiries from parents/carers by telephone, email or letter and directs them to relevant sources of advice and guidance as appropriate.</li> <li>• Assists with the reintegration of pupils, such as arranging meetings and administering paperwork/electronic records, as required.</li> </ul>
Partnership or Corporate Working	<ul style="list-style-type: none"> <li>• Attends meetings with external agencies, as appropriate, taking notes as required, and follows up on any actions.</li> </ul>
Skills Development	<ul style="list-style-type: none"> <li>• To demonstrate and advise new staff on the accurate recording of pupil's attendance.</li> <li>• To participate in team meetings and attend any necessary training events</li> <li>• To participate in the school's performance management cycle and procedures.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of Children and young people, raising concerns as appropriate.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Ensure that staff have completed their registers, morning and afternoon, reporting any concerns to the Deputy Headteacher.</li> <li>• Maintain an accurate system for pupils signing in and out of school and how this is recorded and made available for the purposes of evacuation roll calls.</li> <li>• Provide accurate and up to date statistical data and reports.</li> <li>• Oversees the signing-in late procedures and ensures that minutes late are recorded, as per school systems.</li> <li>• Maintain appropriate records of all communication with parents/carers.</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Assist in developing systems and procedures to improve attendance.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the Council's policies and supporting documentation in relation to Information Governance, including Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and, where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the NYC Equality Policy Statement.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• <b><u>North Yorkshire Council provides front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures.</u></b></li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• <b><u>The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and</u></b></li> </ul>

**human rights and working with others to keep vulnerable people safe from abuse and mistreatment.**

- The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

**Person Specification**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• An understanding of issues that may affect a pupil's ability to attend school.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of attendance regulations and targets</li> <li>• Knowledge of school procedures</li> <li>• Knowledge of child protection legislation and procedures</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working with Bromcom, Class Charts or a similar data management system.</li> <li>• Administrative experience</li> <li>• Experience of working with children and young people and their parents/carers.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Experience of implementing attendance policies.</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Excellent communication skills, including advisory and persuasive skills.</li> <li>• Ability to establish positive and effective relationships with children and young people.</li> <li>• Organisational skills.</li> <li>• Excellent ICT skills.</li> <li>• Analytical skills.</li> <li>• Ability to keep accurate records.</li> <li>• Ability to work successfully as part of a team.</li> <li>• Ability to work on own initiative and to tight deadlines.</li> <li>• Confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Report writing skills.</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualification in administration or equivalent.</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance.</li> <li>• Commitment to the school's policies and ethos.</li> <li>• Commitment to continuing professional development.</li> <li>• Good motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and attitudes.</li> <li>• Flexibility.</li> </ul>	

# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.



## Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.