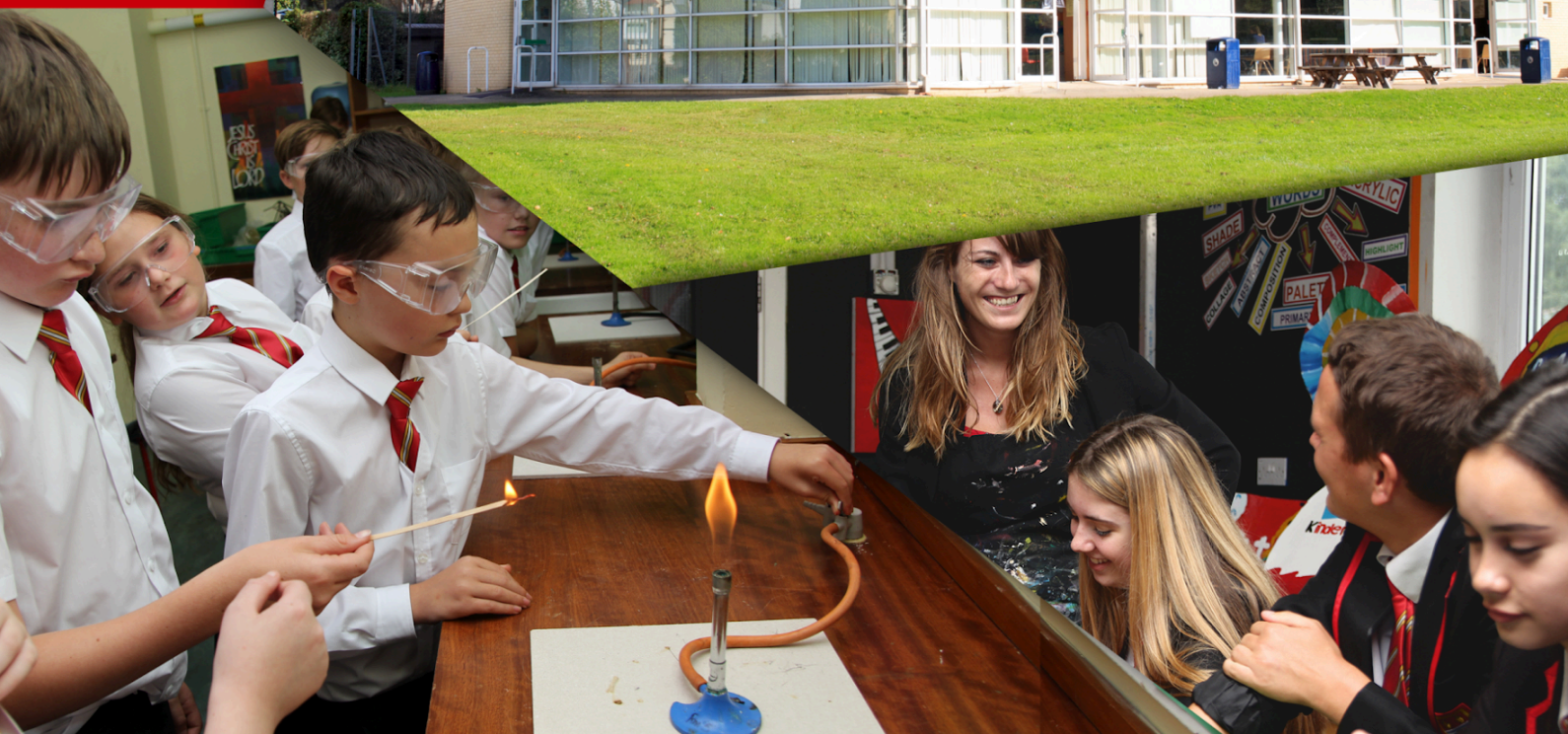




ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack



Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

We are seeking to appoint an enthusiastic and hard working Attendance Administrator, who can build positive relationships with our students and their families. The Attendance Administrator will play a key part in achieving our aim of improving student attendance and reducing the number of students who are persistently absent or severely absent.

If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation. The third and final project was completed in June 2024.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

The Attendance Team

Our Attendance Team is led by our Assistant Headteacher who is responsible for school attendance.

Our Attendance Improvement Officer leads a team of two Attendance Mentors and an Attendance Administrator. The Attendance Team works alongside the Heads of Year, Pastoral Support Officers, the Safeguarding Team and the SEN Team, to improve student attendance.

At St. Cuthbert Mayne School, attendance is everyone's responsibility, therefore, all school staff are focused on supporting students on a daily basis. Removing barriers to attendance is one of the areas of focus across the school.

About this post

Salary: Grade D 5-6 starting salary - £21,490 starting at pt 5

Hours: 37.5 hours per week (8.00am – 4.00 pm, to include a 30 minute unpaid lunch)

Weeks: 39 weeks per year (38 weeks term-time + 5 INSET Days)

Application Process:

You are asked to complete and submit the following:

1. Our application form, which is completed in full.
2. A letter of application no longer than 2 sides of A4 can also be submitted. (Letters must outline how you meet the essential criteria as outlined in the Person Specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to recruitment@stcm.torbay.sch.uk by **10am on Monday 2nd June**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.

Interviews are scheduled for **Friday 6th June**

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.



Job Description - Attendance Administrator

Post Title:	Attendance Administrator
Accountable to (Line Manager):	Assistant Headteacher, School Attendance Improvement Officer, the Headteacher and Governors' of St Cuthbert Mayne School
Responsible to (day to day):	Assistant Headteacher, School Attendance Improvement Officer
Salary Grade:	Grade D (pt5-6) Actual starting salary £21,490
School Area:	Pastoral Team
Hours of Work:	Working hours 8.00am – 4.00pm (to include 30 minutes unpaid lunch) 37.5 hours per week, 38 weeks per year plus 5 INSET days

All staff are required to uphold and maintain the Christian ethos of St Cuthbert Mayne School and support the Joint Church nature of the school

1. Key Purpose of the Job includes:

- To ensure that the school maintains an accurate attendance register in line with the 'Pupil Registration Regulations'
- To undertake all aspects of administrative work in relation to attendance
- To safeguard and promote the welfare of children at all times
- To ensure professional interaction with school leadership, teaching and support staff, Governors, outside bodies, students and parents and to carry out any other duties as reasonably assigned by the head teacher

2. Anticipated Outcomes of Post

- The school has an accurate and up to date attendance register that meets the legal requirement of the Pupil Registration Regulations
- Student attendance rates are improving and absence levels are reducing

- All students are safeguarded at all times through regular monitoring of their attendance
- Senior Leaders are able to use attendance data to inform policy, practice and procedure
- The school has positive professional relationships with those who work in partnership with the school to improve student attendance

3. List Key Duties and accountabilities of the post

- Maintaining an accurate school register in Class Charts (SIMS) at all times
- Produce the Official Register report
- Produce the daily fire list
- To ensure daily that all registers are completed through Class Charts. Also that there are manual registers available for supply staff or for emergency reasons
- Checking student attendance to lessons throughout the day
- Management of the school absence line / absence reporting function in Class Charts
- Recording accurately in Class Charts (SIMS) the reason for student absence
- Applying the correct code to record a student absence
- Following the school absence management protocol
- First day calling/texting
- Contacting parents when no reason for absence is given
- Ensure that attendance registers are completed within the first 10 minutes of the lesson and notify the School Attendance Improvement Officer and Assistant Headteacher where this is not the case.
- Rectify missing registers and missing marks
- Management of the school signing in and out system
- Create and update Attendance Tracker spreadsheet
- Production of the weekly RAG report
- Administration of School Attendance Letters and attendance focused communications

- Providing attendance data reports for the Assistant Headteacher School Attendance Improvement Officer
- Administration of Requests for Absence in Exceptional Circumstances
- Liaise with alternative provision settings to ensure accurate attendance registers are kept
- Work with Sixth Form, Tutors and Director of Sixth Form to monitor and promote excellent attendance in the Sixth Form
- To be a First Aider and active on the First Aid Rota

4. Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare including this as a standing item on departmental agendas.
- Cooperate with the employer on all issues to do with GDPR
- Ensure regular risk assessments are carried out as per school policy and refer to relevant parties.

5. Other Duties

- To safeguard students at all times reporting any concerns through CPOMS or to the Designated Safeguarding Lead
- To contribute to the development of school policies relating to the role
- To undertake additional duties as required, commensurate with the level of the job. Roles and job descriptions are subject to an annual review.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.
- Take responsibility for personal health and wellbeing, modelling good work/life balance to colleagues, staff and students.

Person Specification - Attendance Administrator

	Essential	Desirable	Evidence based
Qualifications			
Level 2 qualifications in English and Maths (GCSE grade C/5 or above)	Essential		Application Certificates
Level 3 qualifications		Desirable	Application Certificates
Degree or equivalent		Desirable	Application Certificate
Recent participation in a range of relevant in-service training/initial training programmes		Desirable	Application Certificate
First Aid Certificate (or be prepared to attend necessary training)		Desirable	Application Certificate
Professional Experience and Knowledge			
Successful experience of working in an educational setting		Desirable	Application
The use of School Information Management Systems (SIMS), Google Apps for Education, Class Charts, CPOMS, SchoolComms		Desirable	Application Interview
Knowledge of intervention and support mechanisms		Desirable	Application Interview
Experience in a comprehensive school		Desirable	Application Interview
A knowledge and experience of Child Protection and Safeguarding procedures	Essential		Application Interview
Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships		Desirable	Application Interview
Professional skills			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Ability to relate well to children and adults	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview
Ability to use new and emerging technologies to support improvement	Essential		Application Interview

Ability to work collaboratively in high pressure situations and remain calm and concise throughout	Essential		Application Interview
Personal Qualities			
Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Interview
Positive, enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
Excellent telephone manner	Essential		Interview
A sense of humour	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Ability to be consistently decisive and focused on solutions	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Excellent attendance and punctuality record	Essential		Application Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding	Essential		Application

of equal opportunities			Interview
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