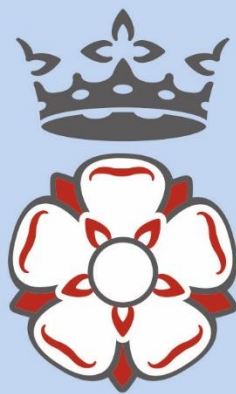


APPLICANT PACK



KING ECBERT SCHOOL



Realising Potential. Transforming Lives.

Headteacher welcome / letter

Dear Applicant

King Egbert School is seeking an outstanding **Attendance and Progress Officer (Sixth Form) to commence as early as possible in 2023. The post is 1FTE, permanent.**



The school is exceptionally strong – rated outstanding by Ofsted, and has academic results that are consistently ‘well above average’. This is a truly comprehensive school serving both disadvantaged and highly affluent communities. We are proud of our diversity, with 20% of students disadvantaged, 30% EAL and 40% from BAME communities. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. We are looking for applicants who are committed to serving a diverse population and have experiences and perspectives that will enrich our work. The school is proud to offer one of Sheffield’s Integrated Resources for children with ASD. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of Mercia Learning Trust that started with King Egbert School and now comprises 6 schools both primary and secondary across the south west of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field.

When we make appointments we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally.

We look forward to receiving your application.

Paul Haigh

Headteacher, King Egbert School

Advert

Post: Attendance and Progress Officer (Sixth Form)

School: King Ecgbert School

Salary: Grade 4 (£22,369–£24,496 pro rata)

Actual Starting Salary: (£19,133 to £20,952 based on less than 5 years' service)

Contract Term: 37 hours per week 39 weeks per year – permanent

Applications for job-share are welcomed

Start Date: As early as possible in 2023

We are delighted to offer the opportunity for an outstanding Attendance and Progress Officer to join our successful, forward looking Sixth Form team. This role will provide administrative and financial support to the school's sixth form team, with responsibility for the administration and recording of student attendance and punctuality, highlighting areas for development. The successful candidate will also provide a complementary service to the sixth form pastoral team, helping to overcome barriers to attendance so that students can reach their full potential.

At King Ecgbert School, we believe in and promote our **ERA** values:

Academic **E**xcellence for all

Showing **R**espect at all times

Having high **A**spirations and personal goals that go beyond our time in school

We are committed to providing outstanding education for all in a safe, happy and positive learning environment.

King Ecgbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference.

Mercia Learning Trust is a growing multi-academy trust which currently includes 3 secondary and 3 primary schools. Our mission is to provide an outstanding education for pupils from 2-19. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working, binding together our school, parents and their communities. We are currently looking to recruit an outstanding candidate with the ability to support the academic progress and wellbeing of our students.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion please contact us on 0114 235 3855 or email fevans2@ecgbert.sheffield.sch.uk

To apply please submit a Trust application form to recruitment@merciatrust.co.uk.

Please note, we do not accept CVs or Council Application forms.

Closing date for applications is: Midnight Sunday 29 January 2023

Interviews are provisionally scheduled for: Week commencing 30 January 2023



Job Description

| | |
|-------------------------|---|
| Post Title: | Attendance and Progress Officer *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification |
| Grade: | 4 |
| Hours/Weeks: | 37 hours per week / 39 weeks per year |
| Responsible to: | Head of Sixth Form |
| Responsible for: | N/A |

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

PURPOSE OF THE POST

- To provide routine administrative and financial support to the school's sixth form
- Responsibility for the effective administration and recording of student attendance and punctuality highlighting areas for development
- To provide a complementary service to pastoral staff in the area of attendance, addressing the needs of students who need help to overcome barriers to attendance in order to achieve their full potential

KEY RESPONSIBILITIES

- 1) To check and input data related to the attendance of students on a daily basis
- 2) Administer first day phone calls to absent students for whom there is no authorised absence information and log them. Continue to phone daily if there is no further contact.
- 3) To administer the late system questioning students with no valid reason and ensuring that absences are recorded

- 4) Check registers daily for any that have not been completed and chase up with staff as appropriate to ensure completion
- 5) Liaise with external agencies regarding student information and attendance data
- 6) Liaise with academic staff and pastoral managers where student attendance is a concern to instigate students going on report and contract
- 7) Receive all documentary information relating to holidays, illness, medical appointments etc., process in line with school policy and ensure the MIS system is updated
- 8) Analyse and ascertain patterns of non-attendance and communicate with parents and students to challenge non-attendance
- 9) Manage the ID lanyard system including issue of temporary badges, monitoring trends and issuing sanctions where appropriate
- 10) Administer the detention process to ensure all students and staff are aware of the detention list for each day and that the list is accurate
- 11) Create and produce weekly and termly attendance reports to assist form tutors and pastoral managers
- 12) Create and provide management information for Sixth Form Office and Senior Leaders
- 13) Supervise students as they work independently
- 14) To ensure that any outstanding information is followed up and input on to the MIS system
- 15) To provide general clerical support including note taking at appropriate meetings/committees
- 16) Manage the 16-19 Bursary Fund including promotion of the fund, management of the school's online bursary platform Bursary+ and monitoring and authorising the payments in liaison with the finance team
- 17) Undertake sixth form reception duties including answering general telephone and face to face enquiries and signing in visitors
- 18) Assist staff, parents and visitors with their queries, prioritising as needed and directing them to the relevant staff where appropriate

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.

- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Head of Sixth Form or Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: December 2022



PERSON SPECIFICATION

| | |
|-------------------------|---|
| Post Title: | Attendance and Progress Officer (Sixth Form) |
| Grade: | 4 |
| Hours/Weeks: | 37 hours / 39 weeks per year |
| Responsible to: | Head of Sixth Form |
| Responsible for: | Not applicable |

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|-----------------------------|--|-------------------------------|
| Qualifications | Grade C or above in English and Maths GCSE or equivalent | Evidence of further education |
| Knowledge and Skills | <p>*The ability to converse with parents and students and provide advice in accurate spoken English is essential to this role</p> <p>An excellent communicator with strong interpersonal skills, which engage students, parents, staff, Governors and the wider community</p> <p>The ability to use technical resources and equipment appropriately</p> <p>Work within a team or alone</p> | |

| | | |
|---------------------------|---|--|
| | <p>Commitment to listen and act on instructions, verbal and written, including health and safety requirements</p> <p>Respond to situations as they arise i.e. safeguarding</p> <p>Accuracy and attention to detail</p> <p>Knowledge of Microsoft packages</p> | |
| Experience | <p>Proven experience of prioritising work and coping with competing deadlines</p> | <p>Experience of working in an administrative role and/or with young people in a school environment is desirable</p> |
| Personal Qualities | <p>Motivated, enthusiastic and flexible</p> <p>Be able to manage a demanding workload, meet deadlines and give freely of your time</p> <p>The ability to deal with challenging situations and conversations</p> <p>Resilient and optimistic – having a relentless focus on achieving the best for young people.</p> <p>A good sense of humour</p> <p>Must be able to show evidence of an alignment with the values of Mercia Learning Trust both in words and behaviours</p> <p>Attention to detail</p> | |

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.mericiatrust.co.uk
- Email your completed application to recruitment@mericiatrust.co.uk or post it to:
MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.mericiatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2353855 or enquiries@ecgbert.sheffield.sch.uk.
- For more information about the application process, please email recruitment@mericiatrust.co.uk.

Key dates:

- **Closing date: Midnight Sunday 29 January 2023**
- **Interviews provisionally WC: 30 January 2023**

The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will

include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.