

**WLD High School**

**Attendance Assistant -Business Support Officer 1**

**Job Application pack**

Dear Applicant

Thank you for your interest in the post of Attendance Assistant - Business support officer 1 - Receptionist at Walton-le-Dale High School from 1st September 2022.  I hope that our website [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk/) will give you a good overall “flavour” of the school.

Walton-le-Dale is a relatively small school which gives us a distinctive atmosphere. Many visitors comment on the warmth and friendliness of the school.  It is a school where the students and staff know each other well.  Our smaller size allows us to see each child as an individual and to cater for them individually. We are proud to be one of only a few secondary schools in Lancashire with the Inclusion Mark, achieved in 2008 and renewed many times since. We currently have Flagship status for the Inclusion Mark, and this reflects the importance of this to our ethos.

This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it.  The strengths of Walton-le-Dale lie in the relationships within the school. Our challenge is to ensure that we make use of these strong relationships to get the best out of our students in terms of achievement. A great education is more than exam results and I believe our success is also reflected in the way our students turn out after 5 years at Walton-le-Dale. Everyone in the school works hard to make this happen.

Our students come from a wide catchment area. Around a third of the students come from the Blackburn area, whilst the rest are local or from the Preston area. We have a large number of feeder schools. We are truly a comprehensive school, with a mixed ability intake. It is noticeable that we have a significant number of students who join the school late. These are often vulnerable students with a wide range of educational, social, and emotional needs. We believe they are attracted to us because of the quality of care and learning support that we offer.  We place a strong emphasis on trying to deliver a curriculum which is relevant and appropriate to our students.  The school offers Key Stage 4 students a wide variety of options for a relatively small school.   These curriculum developments are matched by a very strong focus on teaching and learning as part of our current school improvement plan (<https://www.waltonledale.lancs.sch.uk/about-us/school-improvement>).

There is a strong team of staff across the school – all staff, not just teachers. They are incredibly supportive of each other, both in a personal and professional sense. Lesson planning is often shared and cross-department sharing of expertise is also common.  Our team of pastoral and learning support staff is exceptionally strong, with Progress Co-ordinators responsible for year groups across the school.  We have a team of 14 teaching assistants at various levels and we are extremely proud of the work that we do to support our students based on need.  Individual continuing staff professional development is a strong focus for us, underpinned by a core belief that individuals matter and that the strength of any school is based on the quality of its staff.

The Attendance team has flourished under the newly appointed deputy headteacher.  The Attendance team are a strong team of highly skilled staff who support the student and staff and are integral to the smooth running of the day-to-day life of a school.

Ofsted found that our school "requires improvement" having been "good" for a decade.  As you will see from our website, we have taken this judgement to heart, and we are absolutely focused on ensuring that consistently brilliant teaching is the cornerstone of our community.  We care about our school and what we do, and we are determined to regain our "good" or better status in the shortest possible timescale. See <https://www.waltonledale.lancs.sch.uk/about-us/school-improvement> for an overview of our direction of travel.

You will receive high quality support and encouragement from Governors, myself, the senior leadership team, and other middle leaders. If you feel you are up to this challenge and believe you have the same educational philosophy as us, we would welcome an application.   If not, I wish you good luck in your future career.

Closing Date: Friday 8th July 2022

Interview Date: Monday 18th July 2022

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James Harris

Headteacher

**Attendance Assistant -Business Support officer 1**

**Required 1st September 2022**

**REPORTING TO: Assistant headteacher (HR and Facilities)**

**CLOSING DATE: Friday 8th July 2022**

**ACTUAL SALARY: £14140 – £14711 term time only 32.5hrs per week (8.30am – 3.30pm)**

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff.  Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

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| **The successful candidate will:** |

* To be responsible for the administration of attendance data, including first day contact with parents/carers

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| **Why work at Walton-le-Dale?** |

**will:**

Everyone who applies to work with us does so because of the ethos of the school (<https://www.waltonledale.lancs.sch.uk/about-us/vision-and-ethos>). We trust staff, whatever their role, to do their very best for our students and we focus on individual professional development as the best way to develop exceptional provision.

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| **How to Apply** |

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Please consult the application pack for further information, available at [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk)

Completed application forms should be submitted to [vacancies@waltonledale.lancs.sch.uk](mailto:vacancies@waltonledale.lancs.sch.uk)

Interviews are scheduled to take place on **Monday 18th July 2022**

**Attendance Assistant - Business support officer 1**

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| Job Description |

**POST TITLE: Attendance Assistant - Business support officer 1**

**RESPONSIBLE TO:** Assistant headteacher (HR and Facilities)

**LINE MANAGEMENT:** N/A

**DURATION:**

**MANAGEMENT ALLOWANCE:** N/A

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| Overall Purpose of Post |

* To be responsible for the administration of attendance data, including first day contact with parents/carers
* Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail, basic reprographics.
* Undertake reception duties including answering telephone and responding to routine queries

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| Specific Responsibilities |

**Accountabilities/Responsibilities – appropriate for this post:**

**Provide routine clerical/administrative support including**:

1. Responsible for the school’s electronic attendance database, including maintenance and monitoring of the attendance records/absences in line with legislation and regulations
2. Undertake first day contact of parents / carers
3. Liaise with other staff regarding persistent absentees: follow through incomplete registrations and reasons for absence
4. Produce lists, information and run reports relating to attendance data, as requested
5. Produce annual returns for central and local government.
6. All administration in relation to admissions, both papers based and computerised, including year 7 intake lists, appeals, in-year admissions, managed moves and exclusions/suspensions (fixed term and permanent)
7. Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail, basic reprographics.
8. General welfare support, where required, including liaison with staff and parents.

**General**

1. To work within school policies and procedures.
2. Act as first point of contact for pupils who arrive late at school
3. To contribute to the provision of an effective environment for learning.
4. To support the promotion of positive relationships with parents and outside agencies.
5. To attend skill training and participate in personal/performance development as required.
6. To take care for their own and other people's health and safety.
7. To be aware of the confidential nature of issues.

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| **Notes** |

* To undertake any other duty as specified by STPCB not mentioned in the above.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
* All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
* The successful candidate must demonstrate as evidence of their ability to undertake the role and their safeguarding responsibilities.
* The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS

*This job description, and associated responsibilities, is subject to annual review.*

*June 2022*

**  
Attendance Assistant - Business support officer 1**

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| Person Specification |

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

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|  | **Essential** | | **Desirable** |
| **Qualifications** | * A good general education, with GCSE’s (or equivalent) * Evidence of basic administration skills and ICT skills | | * Evidence of further professional development / qualifications |
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| **Knowledge & Skills** | * Establish successful relationships at all levels and have good communication skills both verbal and written * Ability to work as part of a team * Willingness to undertake training related to aspects of the Job Description * Willing to undertake an emergency first aid certificate * ICT literate * Ability to work as part of a team * Good communication skills | | * To be aware of Child Protection policy/procedures * Awareness commitment to Equal Opportunities * To be able to work in partnership with students, parents, schools and other agencies * To be able to manage change in a supportive environment |
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| **Experience** | * Have worked in a school environment * Recent successful work with children |  |
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| **Personal Qualities** | * Ability to relate well to students, staff, parents etc. * Pleasant and lively personality * Smart appearance * Excellent communication skills * Articulate & Flexible within school * Commitment, enthusiasm and integrity * Sense of humour * To take part in school life, attendance at Open Evenings etc * Assertive / Persuasive * Resilience * Self – confidence, self-reliance, Self-motivation * Ability to prioritise & manage time effectively * Ability to follow things through to a conclusion * Ability to relate to students, staff, parents etc * Competencies & qualities that the successful candidate must demonstrate as evidence of their ability to undertake the role and their safeguarding responsibilities | * Risk-taker * Desire to seek further promotion * Willingness to contribute to other aspects of school life |