

November 2022

Dear Colleague,

RE: ATTENDANCE OFFICER/ ADMIN SUPPORT - Grade D SCP 7-9 £22,369 - £23,194 (pro rata):
Term time (39 weeks) including Inset days.

Thank you for your recent enquiry regarding the above position. I would like to clarify that the advertised salary: Grade D SCP 7-9 £22,369 - £23,194 is for full-time and therefore the salary for the hours advertised, will be a proportion (pro-rata), of this.

We are seeking to appoint a reliable and enthusiastic individual, able to use their own initiative but also able to work well as part of a team. Please note, GCSE Grade A*-C in English and Mathematics or equivalent, is an essential requirement, as is a current First Aid Certificate or the willingness to train for one. Duties will include:

- To support and deliver a specialist service, ensuring the school meets its statutory legal obligations and targets in relation to school attendance, punctuality and safeguarding.
- To promote and nurture positive attitudes towards education and attendance to students and families, ensuring parents and carers fully understand their statutory responsibilities and the direct link between attendance and attainment.
- To work in conjunction with the Attendance Manager/ SMT/ Governors, providing advice on strategy in the continual development and delivery of attendance policy and procedures.
- To monitor attendance within the day to day remit of the school and Department for Education (DfE) guidelines for specific groups ie LAC/vulnerable/high profile/at risk students with SEND.
- To ensure that attendance practices are embedded, consistent, transparent and Ofsted compliant in accordance with DfE guidelines.
- To keep records and complete time sensitive audits analysing practice and data ensuring all material is clear, concise and UK GDPR compliant.
- To identify, communicate and report unauthorised absence to Derby City Education Welfare Service in conjunction with the Attendance Manager.
- To compile and prepare all legal case papers/court papers for prosecution by Derby City Education Welfare Service.
- To assist the Student Services Manager in the delivery of wider student services including administration, First Aid provision, fire evacuation policy and procedure.
- To support the Medical Officer with admin, medication checks, medical information for trip leaders, trip packs and first aid equipment.
- To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
- To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.

The person appointed to this position will need to be flexible, well organised, professional and have the ability to communicate with staff and students at all levels. They should be numerate with excellent IT skills and the ability to adapt to new systems. Please see the Job Description and Person Specification for more details.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: jobs@littleover.derby.sch.uk

Closing date for applications : **Monday 5th December 2022**
Interview date to be confirmed

Information and application forms are available from the school website: www.littleover.derby.sch.uk

Please note, school will only contact successful candidates.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The 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.

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), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level 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 Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:

<https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,



J. Wilding
HEADTEACHER

JOB DESCRIPTION

POST:	ATTENDANCE OFFICER / ADMIN SUPPORT
GRADE:	Grade D SCP 7-9 £22,369 - £23,194 (pro rata)
JIQ REFERENCE NO:	S-5207
JOB PURPOSE:	To assist the Attendance Manager with student attendance and take an active part role with administration tasks
RESPONSIBLE TO:	Deputy Head/ School Operations Manager/ Student Services Manager/ Attendance Manager
WEEKLY HOURS:	37 hours per week: 8.00 am to 4.00 pm Monday to Thursday 8.00 am to 3.30 pm on a Friday (half hour lunch each day)
WEEKS WORKED PER ANNUM	39 - Term time, including Inset days

DUTIES AND RESPONSIBILITIES:

1. To work in accordance with the aims and policies of the school.
2. To form and maintain appropriate professional relationships with students, staff, governors, parents/carers and others involved in embedding best practice across the school.
3. To deliver and continually develop a specialist service, ensuring the school meets its statutory legal obligations and targets in relation to school attendance, punctuality and safeguarding.
4. To promote and nurture positive attitudes towards education and attendance to students and families, ensuring parents and carers fully understand their statutory responsibilities and the direct link between attendance and attainment.
5. To support the school in tackling persistent absence at both strategic and operational levels.
6. To work in conjunction with the Attendance Manager/ SMT/ Governors, providing advice on strategy in the continual development and delivery of attendance policy and procedures.
7. To monitor attendance within the day to day remit of the school and Department for Education (DfE) guidelines for specific groups ie LAC/vulnerable/high profile/at risk students with SEND.
8. To investigate absence and work within the national safeguarding framework, specifically around non-attendance ensuring the safety and well-being of students paying particular attention to Children Missing from Education guidelines.
9. To ensure that attendance practices are embedded, consistent, transparent and Ofsted compliant in accordance with DfE guidelines.
10. To keep records and complete time sensitive audits analysing practice and data ensuring all material is clear, concise and UK GDPR compliant.
11. To capture and process performance, supporting the Attendance Manager in delivering data to relevant stakeholders both internal and external.
12. To identify, communicate and report unauthorised absence to Derby City Education Welfare Service.



13. To support the Attendance Manager in compiling and preparing all legal case papers/court papers for prosecution by Derby City Education Welfare Service.
14. To support in processing exclusion paperwork.
15. To support the Attendance Manager/ Student Services Manager/SMT in the delivery of wider functions including administration, First Aid provision, fire evacuation policy and procedure and Covid-19 track and trace procedures, if required.
16. To support the Medical Officer with admin, medical information for trip leaders, medication checks, trip packs and first aid equipment.
17. Support with other administration tasks, as required.
18. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
19. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school, undertaking all necessary training.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.

PERSON SPECIFICATION

ATTENDANCE OFFICER/ ADMIN SUPPORT

	Essential	Desirable
1. Skills and Experience:		
Experience of working in a school or similar environment		X
Experience in a similar role		X
Excellent IT skills with the ability to adapt to new systems	X	
Ability to produce accurate and precise data	X	
Good communication skills both verbal and written	X	
Ability to work independently as well as part of a team	X	
Able to collate and feedback information	X	
Able to maintain issues of confidentiality in the working environment	X	
2. Qualifications:		
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
3. Personal qualities:		
Able to respond positively and calmly with students, parents, teachers, support staff and external organisations	X	
Able to use own initiative	X	
Flexible attitude	X	
Adaptability to change	X	
Effective listening skills	X	
4. Other		
Hold a current First Aid Certificate or be willing to undertake the relevant training	X	
Be prepared to undertake other relevant training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.	X	