



**APPLICATION PACK**

Attendance Officer

Grade 4

37 hours/week Term Time Only

Actual Salary - £16,987 (Pay Review pending)

Hednesford Valley High School Stanley Road

Hednesford Cannock

Staffordshire. WS12 4JS

Tel: 01543 423714 / Email: [l.fox@hvh.staffs.sch.uk](mailto:l.fox@hvh.staffs.sch.uk)

Information about the school

Hednesford Valley High is a good generic secondary special school with a split site provision.  There are currently 183 students on roll.

Students in Year 7-11 are based at the Hednesford Valley High, Stanley Road Site, and students in Years 12-14 are based in E block at Cannock Chase High.

The school caters for a wide range of students, many with more than one area of SEN.

All staff are totally committed to providing excellent teaching and learning to empower students to become independent citizens of the world.

**"This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment".**

All the positions are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.  Further details regarding this check are available from schools or by visiting [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

The latest Ofsted Inspection dated 6th March 2019 – the school was judged to be Good.

“*The curriculum for Key Stage 4 pupils has been designed to provide a broad curriculum experience with a combination of vocational and academic subjects which effectively prepare pupils for their next steps in education. This continues into the sixth form, where the curriculum is centred around work experience, work-based activities and careers advice.”*

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Description automatically generated

**JOB DESCRIPTION**

**ATTENDANCE OFFICER – GRADE 4**

**Statement of Purpose**

To work under the direction and guidance of senior staff to support pupils with attendance and truancy issues and to provide general administrative support to the school in relation to attendance and truancy.

**Support to Pupils**

* To liaise with parents, outside agencies, education welfare and the police with regard to attendance and truancy issues.
* To work directly with individuals or groups to raise self-esteem and confidence of students with a view to improve personal and social skills.
* Supporting parents and students in crisis, liaising with identified personnel.
* To arrange for units of work and/or specific skills development with individual pupils to be provided.
* To monitor the progress of these pupils.
* Adjusting pupil timetables in conjunction with the pastoral team

**Support to Organisation**

* To contact parents in informing them of individual students' behaviour as part of effective lines of communication between school and home.
* To liaise with the relevant staff on actions to be taken.
* To administer appropriate targets and rewards.

### Administrative Support

* To ensure timely production of attendance statistics.
* To sign in late students
* To assist in routine clerical duties and reception
* To use SIMS to administer student timetables.
* Assist with pastorally related administration which may include:
* help maintain the school’s database with regard to options, pupil data sheets, admissions and leavers
* assist with the provision of statistical returns
* assist in the administration of the new intake
* provide general administrative support as appropriate according to the needs of the school

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives through:

**Safeguarding**

* School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible for or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health & Safety policies.

**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equal Opportunities**

* School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

**Variations to Job Descriptions**

* Due to the changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post-holder and the relevant trade union before submitting for re-evaluation.***

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| **Post Title** | **ATTENDANCE OFFICER** |
| **Salary Grade/Range** | **Grade 4 – Pt 5 to Pt 6**  **Starting salary £16,987 Term-Time only**  **(Please note this post is pending a pay review)**  ***Term-Time salary calculation:***  *Full-Time salary = £19,650 / 52.14 paid weeks x 45.08 term time paid weeks (incl holidays) = £16,98)* |
| **Hours/Weeks** | **37 hours/week Term Time Only**  **Mon-Thurs: 8.30-4.30 pm, Fri: 8.30-4.00pm** |
| **Responsible to:** | **DEPUTY HEADTEACHER** |

**PERSON SPECIFICATION**

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| --- | --- | --- |
| Minimum Criteria for Two Ticks \* | Criteria | **Measured by** |
|  | Experience  * Experience of working in an education setting committed to the inclusion agenda * Experience of working with pupils demonstrating challenging behaviours * General clerical / administrative work | A/I |
|  | **Qualifications/Training**   * NVQ 3 Learning and Development support services for children, young people and those who care for them or equivalent qualification or experience in a relevant discipline * NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline * Good numeracy and literacy skills | A/I |
|  | Knowledge/Skills  * Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these * Ability to relate well to children and to adults * Very good ICT and record keeping skills * Very good numeracy/literacy skills * Full working knowledge of relevant policies/codes of practice and awareness of legislation * Excellent interpersonal skills * Good communication skills * Good organising, planning and prioritising skills * Methodical with a good attention to detail |  |
|  | Behavioural Attributes  * Customer focused * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. * Open, honest and an active listener * Takes responsibility and accountability * Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. * Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations * Is committed to the provision and improvement of quality service provision * Is adaptable to change/embraces and welcomes change. * Acts with pace and urgency being energetic, enthusiastic and decisive * Communicates effectively * Has the ability to learn from experiences and challenges * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | T/A/I |

AF - Application form

I - Interview

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* + ***Motivation to work with children and young people.***
  + ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
  + ***Emotional resilience in working with challenging behaviours and***
  + ***Attitudes to use of authority and maintaining discipline.***

KEY DATES AND INFORMATION

**Vacancy Closing Date:** *10:00 am on 03/10/2022*

**Shortlisted candidates will be notified by email on:** 05/10/2022

If you do not hear from us by *10th October 2022* your application has been unsuccessful, and no further correspondence will be issued. Candidates who are shortlisted will be informed by telephone or email if possible.

Selected candidates must be available to attend interview on the date shown below. Further details of the interview process and arrangements will be provided to those shortlisted.

**Interviews:** 13th October 2022

**Start Date**: 14th November 2022 (*or sooner*)

Hednesford Valley High School, Stanley Road,

Cannock Staffordshire WS12 4JS

Tel: 01543 423714

Email: [l.fox@hvh.staffs.sch.uk](mailto:l.fox@hvh.staffs.sch.uk)

Application process

Application is by completion of the application form which is available on the school website: [www.hvh.staffs.sch.uk/vacancies](http://www.hvh.staffs.sch.uk/vacancies) please note that CVs are not accepted. Please ensure that any covering letter is not longer than 2 sides of A4 paper.

Application should be returned to school c/o Mrs Louise Fox, Support Services Manager, it can be returned to the address above or by emailing [l.fox@hvh.staffs.sch.uk](mailto:ssm@hvh.staffs.sch.uk)

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Email addresses must be professional emails and not personal emails. If you work in a school the reference must be from your Headteacher. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

The School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

The following policies are available on the school website <https://www.hvh.staffs.sch.uk/Policies/>

* Safeguarding Children & Adults Policy
* Safeguarding Policy
* Safer Recruitment Policy
* Link to [Privacy Notice for job applicants](https://www.hvh.staffs.sch.uk/docs/HVH_Privacy_Notice_-_job_applicants_September_2018.pdf)

Thank you for your interest in this vacancy