

# Information Pack for

**Attendance Officer**



FORTIOR·QUO·PARATIOR  
The Better Prepared the Stronger



## Hornsey School for Girls

Inderwick Road, Hornsey, London, N8 9JF

Headteacher – Ms Kuljit Rahelu

[www.hsg.haringey.sch.uk](http://www.hsg.haringey.sch.uk)



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## Headteacher's Welcome

Thank you for considering our school as your next career move. We are a unique provision in the borough of Haringey as the only Girls School in the borough. We are a community school and when you join us, that is what you become – part of a caring, aspirational community with supportive colleagues and awesome students at all levels.



Hornsey School for Girls lives and breathes its motto – ‘The better prepared the stronger’ We recognise that our students have limitless potential and our school will create, through its experiences and teaching, the next generation of leaders, innovators and social change. We know that in extremely competitive environments in the workplace as well as academically, preparation to succeed is critical. Academia is important to us – but not at the cost of the emotional wellbeing of our school community. For students this means we support their wellbeing every step of the way. We also value our staff team. We want all of our team to have a healthy work/life balance and have a confidential employee assistance programme in place.

The school is a 6 form entry comprehensive. Our standards and expectations are high of all – we are not the school for you if meeting expectations including above average outcomes for exam classes is not your priority. It absolutely is ours, and we manage this by giving you the tools and resources you need to enable this to happen. Our outcomes at Key stage 4 have consistently been above average since 2016. This is a trend we intend to keep and we can only do this by supporting and enhancing our greatest assets – our diverse staff and student body.

You join us knowing you join a ‘good’ school. This school is a dynamic and exciting learning environment with creative teaching and learning as the norm. Our students are bright, articulate and intellectually curious about the world we live in. They are committed to social justice and they are supported in this by a broad curriculum which allows them avenues to flourish, explore their passion and experience the diversity of the world around them. If this sounds like the kind of school you want to work in, then we would be delighted to receive your application.

We look forward to receiving your application.



Kuljit Rahelu

Headteacher



Bradley Fage

Chair of Governors

# Hornsey School for Girls

## The Better Prepared the Stronger

### Ethos

Our key priority is to ensure high achievement for every girl at Hornsey. Through high standards of teaching, our broad and balanced academic curriculum and our extensive opportunities we inspire every young woman to raise her expectations and to be ambitious to fulfil her potential. We foster a love of learning for all of our students and encourage creativity and innovation across the curriculum.



As an international school, Hornsey students are encouraged to participate in national and international issues with integrity and confidence. We believe that every student has an opportunity to have an impact in influencing the world around us and we nurture leadership qualities in all of our students.

Our safe and welcoming school ethos is conducive to effective learning enabling every student to thrive in a calm and purposeful atmosphere. We foster healthy relationships, resilience and collaboration between students in order to prepare them for their world of tomorrow as well as today.

### Values

- 1. Have respect for all.** Treat everyone and everything around you with the highest respect.
- 2. Show kindness to everyone.** Celebrate everyone for who they are including their race, culture, ability, sexuality and individuality.
- 3. Give 100%.** Work hard in lessons and at home; give everything you do your absolute best at all times.

## Work Life balance – reasons to work with us

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Our school is committed to ensuring all employees have support and guidance to ensure their mental wellbeing and work life balance is healthy. Additionally the school offers:

20% PPA as standard

Meeting schedules and timeframes shared at the start of the year to enable planning

Directed time used to support CPE as well as operational management

Welcomes flexible working applications and agree all those that meet the business needs of the school

Centralised detention systems to reduce demands on middle leaders

Staff consultation group

# JOB DESCRIPTION - Attendance Officer

**Job Title:** Attendance Officer

**Salary range:** To be evaluated

**Responsible for:**

**Reporting to:** Assistant Headteacher

**Job Purpose:**

The Attendance Officer will work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

It is important to:

- Promote and support high levels of attendance and punctuality
- To support students in achieving their full academic potential
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers

**Principle Accountabilities:**

- To identify and work with individuals and groups of students, using regular attendance checks and a reward system for individuals and high performing classes in each year group

**Core responsibilities (exact responsibilities to be agreed on appointment):**

- To work with groups of students to improve levels of attendance
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate
- To undertake home and school visits as designated by the school
- To interpret information relating to attendance and punctuality patterns and identify key areas of concern for Directors of Learning and Assistant Headteacher(s)
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance/ punctuality record
- To follow School Policy of 'first day contact' within the school
- To check and remind any necessary staff to complete registers
- To ensure all unexplained absences are accounted for and liaise further with parents/ carers requesting an explanation until a satisfactory response is received
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To ensure that punctuality records are sent weekly to Directors of Learning to identify patterns to reduce students with punctuality issues
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND/ Directors of Learning teams

# JOB DESCRIPTION - Attendance Officer

- To produce termly reports for senior leaders to assist with identifying and improving systems to support high attendance
- Liaise with relevant external agencies to exchange information and determine appropriate levels of intervention
- To liaise with the safeguarding team regarding child protection
- To input timely information i.e. exams, music trips, sporting events, work based learning appointments, absence reports etc and to keep directors of learning and staff updated
- To check accuracy and correct coding on registers before printing off official registers and filing away on a term basis
- To print off official registers daily and explained absences to ensure at hand in event of a fire
- To follow Attendance policy and send out letters as required
- To provide updates for staff on student attendance
- To collate, maintain and update attendance data
- To work alongside relevant staff, contact teachers, senior management, directors of learning to improve attendance
- To keep up to date with SIMs training
- To undertake duties (morning, break, lunch and afterschool) and patrols as required
- To take minutes of meetings as required and maintain confidentiality at all times

## **Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line managers, which seeks to acknowledge success, resolve problems and identify training / development needs

*The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility.*

*Such variations would not justify the re-evaluation of a post.*

## **School Ethos**

For Hornsey staff in general:

- To play a full part in the life of the school community, to support its distinctive vision and ethos to lead staff and students in doing the same.
- To actively support the school's corporate policies and aspirations.
- To adhere to the staff professional code of conduct as developed collectively by staff.
- To comply with the schools Health and Safety Policy and undertake risk assessments as appropriate.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**This role is subject to an enhanced DBS check.**

Job Title: Attendance Officer

## Safeguarding statement

**Our core safeguarding principles are:**

### **Promotion**

- Making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school

### **Prevention**

- Positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures

### **Protection**

- Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

### **Support**

- For all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.

### **Working with parents and other agencies**

- To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

### **The school will:**

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure students and parents know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the citizenship (personal, social, health, education) CPSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse
- Act in the best interests of children first. All children have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Recognise the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies



# PERSON SPECIFICATION — Attendance Officer

	Essential or Desirable
<b>Qualifications &amp; Experience</b>	
<ul style="list-style-type: none"> <li>• Working with pupils of relevant age</li> <li>• NVQ4 or equivalent qualification or experience in relevant discipline</li> <li>• GCSE (or equivalent) A*-C in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Desirable</li> <li>• Desirable</li> <li>• Essential</li> </ul>
<b>Knowledge &amp; Skills</b>	
<ul style="list-style-type: none"> <li>• Effective use of IT packages including SIMS</li> <li>• Use of specialist equipment / resources</li> <li>• Full working knowledge of relevant policies / codes of practice / legislation</li> <li>• Ability to organise, lead and motivate other staff</li> <li>• Ability to plan and develop systems</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Desirable</li> <li>• Desirable</li> <li>• Essential</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> <li>• A sense of perspective and humour</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> <li>• Essential</li> <li>• Essential</li> </ul>
<b>Equal Opportunities</b>	
<ul style="list-style-type: none"> <li>• Commitment to implementation of the school's equal opportunities policy</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> </ul>
<b>Continuous Professional Development</b>	
<ul style="list-style-type: none"> <li>• Willingness to undertake additional training / staff development at appropriate</li> <li>• Ability to reflect on your own professional practice</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Desirable</li> </ul>

# PERSON SPECIFICATION —Attendance Officer

Other Requirements	

## CONFIRMATION OF JOB DESCRIPTION AND PERSON SPECIFICATION

**POST:**

**NAME:**

I confirm that I have read this job description and person specification

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

### **Signatures:**

The job description is current at the date below but may be reviewed, in consultation with you, and may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Date .....