

We strive to build positive relationships with all those involved within the school community.



RESPECT

ASPERATION

INTEGRITY

SYNERGY

ENDEAVOUR



KINGSLEY

Recruitment Pack

Position: Attendance Officer

Applications are invited for the post of Attendance Officer for Kingsley Primary School.



POST DETAILS	
Responsible to:	Headteacher
Liaise with:	Headteacher and Family Support Worker
Place of work:	Kingsley Primary School
Hours:	14 hours per week, 4 mornings per week, 8.30am to 12pm 38.2 weeks per year (1 Safeguarding training day in September)
Salary:	Grade E Point 4 £23, 114 (Full Time Equivalent)
Key responsibilities	<ul style="list-style-type: none"> • Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data • Support the office with the follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures • Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners • Manage attendance returns for the school census • Manage the process of issuing penalty notices to parents • Maintain accurate records of communications with parents/carers and relevant interventions • Build and refresh knowledge of the school's MIS and other relevant systems
Purpose of Post:	To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.



KEY RESPONSIBILITIES	
1. Monitoring and Reporting:	<ul style="list-style-type: none"> • Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern • Track attendance of vulnerable groups of pupils and share information with school leaders • Identify pupils that need additional support to improve their attendance • Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils • Lead daily or weekly check-ins to review progress and the impact of support/interventions • Work with school leaders to develop and revise the school's attendance policy • Implement children missing education (CME) procedures when appropriate • Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
2. Working with Parents:	<ul style="list-style-type: none"> • Coordinate meetings with pupils and parents/carers to implement interventions and track progress • Build positive relations with parents/carers to encourage family involvement in their child's attendance • Identify, and where possible, mitigate potential barriers to attendance in partnership with families • Carry out home visits, where necessary, to address attendance concerns for individual pupils • Collect pupils when necessary
3. Professional Development:	<ul style="list-style-type: none"> • Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school • Take part in the school's appraisal procedures • Add any other duties relevant to the role in your school
4. Other areas of responsibility- Safeguarding:	<ul style="list-style-type: none"> • Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies • Be alert to when persistent absence becomes a safeguarding concern and early help may be required • Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary • Promote the safeguarding of all pupils in the school • Add any other duties relevant to the role in your school



PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Personal	<ul style="list-style-type: none"> • Flexibility • Ability to use own initiative • Resourceful, patient and resilient • Calm, unflustered manner • Ability to work in a team and alone • Excellent communication skills • • Commitment to equal opportunities in service delivery and employment • Flexible approach to supporting children and families • Ability to maintain a professional manner in challenging situations • Confidence to challenge difficult behaviour • Confidence to challenge other professionals • Enjoys working within education • A friendly manner and good sense of humour • Smart appearance 		<p>Interview</p> <p>Application form</p> <p>References</p>
Experience	<ul style="list-style-type: none"> • Good IT and computer software skills • Previous administrative experience in a school or local authority setting 	<ul style="list-style-type: none"> • Previous experience of working in a School or the desire to work with young people • Previous experience of communicating with parents/carers • Experience of MIS in School environment • Understanding of GDPR Legislation 	



Attributes	Essential	Desirable	Evidence
Knowledge, skills, abilities	<ul style="list-style-type: none"> • Good organisational and time keeping skills • Good inter-personal skills including mediation and conflict resolution • Demonstrable awareness of legislation relating to school attendance • Demonstrable awareness of legislation relating to the welfare and protection of children. • Demonstrate awareness of risk • Experience of working in an educational and/or social care setting with young people • Effective communication with children, carers and other professionals • Ability to display an understanding of social/welfare issues as they affect children, families and schools • Ability to work on own initiative within departmental protocols/procedures • Ability to deal with difficult situation 		
Qualifications/Training	<ul style="list-style-type: none"> • Good standard of literacy and numeracy 	<ul style="list-style-type: none"> • GCSEs in Math's and English • Attendance qualifications 	
Special Requirements	<ul style="list-style-type: none"> • Satisfactory DBS Check • Visiting families in their homes is a regular requirement of this post • Flexibility in work pattern may be required occasionally • Car owner or access to mobility transport • Full driving licence 		DBS Certificate References Application Form Certificates Interview

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The Recruitment Process

We very much hope that you will apply for this post. To apply, please complete the application forms through My New Term.

Kingsley Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and visitors to share in this commitment. All the safer recruitment checks will be taken prior to employment commencing.

Key Dates

Applications are welcomed by Midday on Wednesday 31st August 2024.