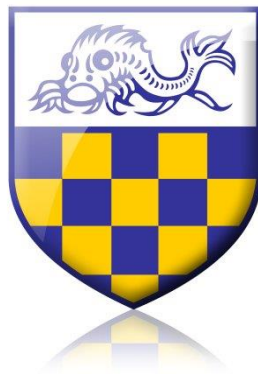


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2022**

**Attendance Officer – C Grade**



# LONGHILL

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HIGH SCHOOL

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
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July 2022

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

Our recent Ofsted Inspection Report (2018) has confirmed that Longhill High School is a 'Good' School. The report states: "The inspirational leadership of the Headteacher has resulted in the staff working together to transform the school." The Ofsted inspectors acknowledged the hard work of the senior leadership team, highlighting that teachers have a "renewed enthusiasm for teaching and ... research new ways to inspire pupils". The latest report confirms that the behaviour issues, which were once a legacy of the school, are now very much in the past, stating: "Pupils behaviour has been transformed since the last inspection and they are now proud of their school. They are smart, polite and tolerant of views and differences. They recognise the many improvements and are appreciative of their teachers and the leaders of the school."

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of the Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Miss K Williams**  
**Headteacher**

## JOB DESCRIPTION

**JOB TITLE:** Attendance Officer - Admin/Organisational Support – Role C

**SECTION:** Schools

**SCHOOL:** Longhill High School

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### 1. PURPOSE OF JOB

Under the guidance of senior staff, **undertake** administrative / financial / organisational processes as required. **Assist with the planning and development of support services.**

To assume the role of an Attendance Officer to support home/school liaison ensuring the high levels of attendance and punctuality of all students at Longhill High School.

To oversee the accurate completion of school attendance records, analyse attendance data and provide reports to school leaders, relevant stakeholders and other professionals. Disseminate information, both internally and externally, in a timely fashion.

Liaise with Heads of Year, Child Protection Team and Pastoral Support, to advise on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.

### 2. PRINCIPAL ACCOUNTABILITIES

#### Organisational

- **Contribute to the planning, development and organisation of support service systems / procedures / policies**
- **Supervise, train and develop staff as appropriate**

#### Administration

- **Identify, set up and manage** manual and computerised records / management information systems
- **Analyse and evaluate** data / information and **produce reports** / information / data as required
- Undertake typing, word-processing and complex IT based tasks
- Maintain the Head Teacher's **and / or** school's filing system as required
- Attend and **take minutes** at meetings, as required
- Undertake administration of **complex** procedures
- **Oversee the accurate recording and updating of pupil and staff information using both manual and computerised records**
- Sort incoming and outgoing mail and **maintain necessary records**

## **Resources**

- **Operate relevant equipment / complex ICT packages (e.g. Word, Excel, graphics, database, Internet)**
- Provide general advice to staff, pupils and others
- **Undertake research and obtain information to inform decisions**

## **Responsibilities**

### **General**

- Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide administration support for initiatives to improve punctuality and attendance levels.
- Liaise with Alternative Provision providers to ensure attendance is monitored.
- Process requests for absence and holiday requests submitted to the Headteacher.
- Update and extract student attendance information from school attendance database to provide statistics to external agencies as required.
- Arrange parent-school attendance meetings for relevant Head of Year arising from areas of concern within attendance monitoring reports.
- Attend meetings with parents and external agencies when required, to report incidents of absence/lateness, in collaboration with the relevant Heads of Year and where necessary the relevant SLT Link member.
- Complete general attendance administration in line with school policy.

### **Daily**

- Daily management of the attendance absence telephone line/email account and update school attendance database to ensure that all absences are accurately recorded.
- Make daily contact with parents of absent students (non-‘at risk’) and update school attendance database accordingly, following up any unauthorised absences and adding relevant notes on database.
- Inform Heads of Year, Pastoral Support and CP teams with any concerns and update them on the attendance of any students ‘at risk’.
- Check updates of unexplained absences from previous school day.
- Update database with relevant late marks (L/U).
- Update registers with any planned absences.
- Monitor the radios and respond to queries about student absence.

- Chase teachers for missing marks / register completion.
- Make home visits and attend meetings both at school and off site.
- Inform relevant SLT Link member of any outstanding registers and ongoing registration compliance issues.
- Liaise daily with the Safeguarding and Welfare Officer on attendance registration for 'at risk' students.

### **Weekly**

- Create and dispatch relevant attendance letters to parents regarding unauthorised absence, attendance concerns and persistent absence.
- Highlight any students vulnerable due to absence with relevant SLT Link member.
- Report to the Senior Leadership Team any issues arising within the school registration process that pose a Safeguarding concern and provide recommendations for improvement.
- Provide absence reports to both SLT Link members, Heads of Year and Tutors, for students falling below set attendance threshold.
- Liaise with Education Welfare Officer regarding attendance matters and vulnerable student groups. Follow guidance and requests from Education Welfare Officer.
- Ensure that students authorised to leave school during the day for pre-arranged appointments, emergencies or other appropriate reasons have officially signed out in line with school attendance policy and/or completed a Withdrawal from Learning Form.
- Oversee and manage the completion of referrals to the local authority for Fixed Penalty Notices, and enforcement.
- Provide relevant information to each SLT Link member to enable effective monitoring of punctuality and attendance levels.
- Attend weekly attendance meetings with relevant SLT Link member and Head of Year.
- To monitor short, medium and long-term attendances patterns and report them to the Senior Leadership Team and relevant Head of Year in line with the Longhill High School Attendance Policy.
- To oversee the strategies being used by Heads of Year, Tutors and Class Teachers implemented across the school in order to improve attendance.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

**POST TITLE:**                    **Attendance Officer - Admin/Organisational Support Role C**

### CRITERIA

### ESSENTIAL CRITERIA

#### **Job Related Education and Qualifications and Knowledge**

- NVQ **Level 3** or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, **including the school's specialist software / equipment / resources**
- **Full working knowledge** and understanding of range of relevant policies / codes of practice and awareness of relevant legislation
- Appropriate knowledge of first aid

#### **Experience**

- Demonstrable experience of development, management and operation of administrative systems likely to have been gained **over a period of two years**

#### **Skills & Abilities**

- Good numerical skills to undertake a variety of tasks
- Good literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence on behalf of the Head Teacher
- **Very good** ICT skills, e.g. production of reports, correspondence, inputting / updating information
- Able to relate well to children and adults, often **on behalf of the Head Teacher**, e.g. dealing with children and parents/carers, **providing advice**
- Some need to use analytical, **judgmental, creative and developmental skills**, e.g. when setting up appropriate systems and producing financial information for line managers / auditors
- Able to demonstrate sensitivity and tact particularly **when dealing with the more sensitive issues**
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. producing financial information, minute taking and drafting correspondence
- Able to undertake short term planning, e.g. managing own workload, **managing the work of others**, ensuring deadlines are met
- Able to deal with more complex queries and know when to refer to more senior staff

- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to self evaluate learning needs and actively seek learning opportunities**

## **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

## Salary

The 2022 Pay award is still to be fully applied so please be aware that there may be some small change to these figures.

Please note that Attendance Officers' salaries are calculated as per the following examples.

Attendance Officers work for 39 weeks per year (term-time only) and are paid for 44.85 weeks per year, which incorporates an element of holiday pay

Annual Full Time salary ÷ 52 weeks x paid weeks per year (44.85) ÷ full time hours (37) x actual hours worked (37).

**Therefore, the starting salary for a  
Teaching Assistant working  
37 hours per week is:**

**$\pounds 22,571 \div 52 \times 44.85 \div 37 \times 37 = \pounds 19,467$  rising to  $\pounds 21,493$  per annum**



## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.