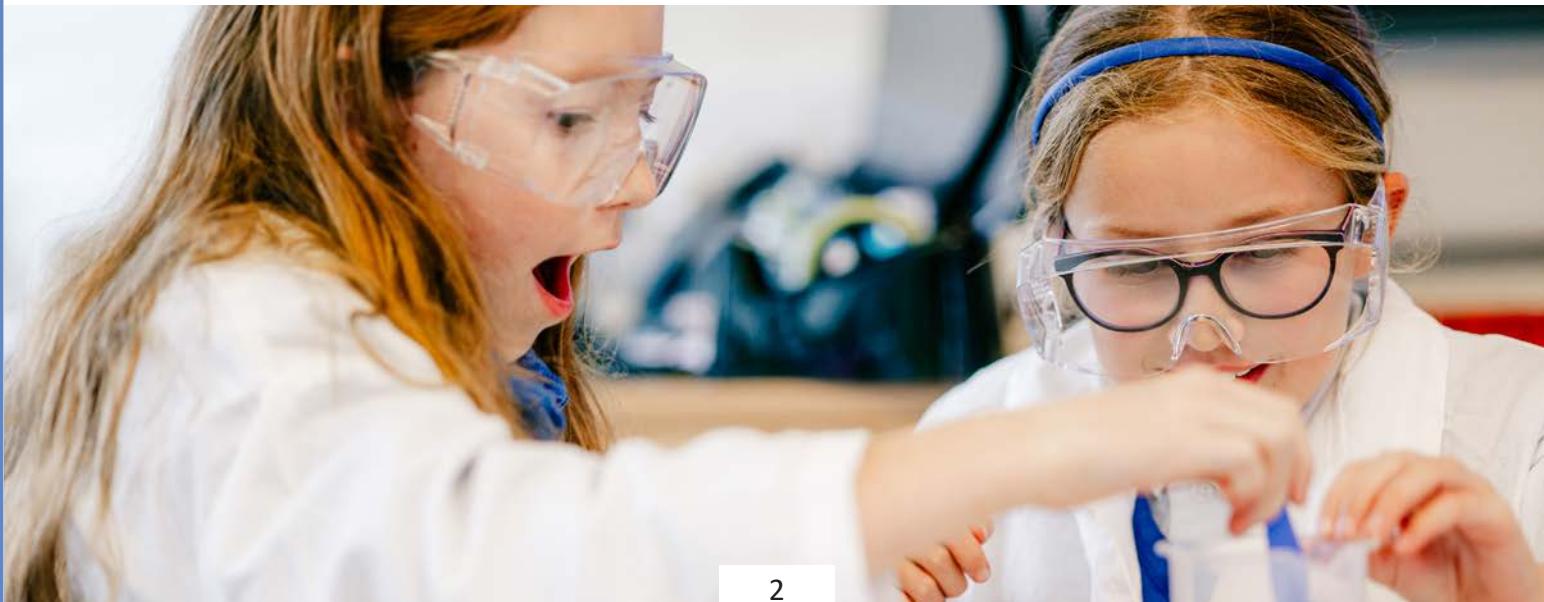




**Attendance Officer**  
**Parkland Federation**  
Parkland Infant School & Parkland Junior School  
**Information**

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# Welcome

## Welcome to The Parkland Federation in Eastbourne

A very warm welcome from The Team at Parkland. You will find our two schools nestled in the heart of Eastbourne, which is situated on the South East Coast of England. Eastbourne is well known for its Victorian Seafront, 19th-century Pier, our 1930s Bandstand and The Redoubt Fortress, built during the Napoleonic Wars and home to a military museum. The town itself is brimming with culture, including The Towner Art Gallery, multiple theatres and a diverse range of restaurants. We are also famed for the tall chalk cliffs of Beachy Head and its striped lighthouse, built in 1902. The town is awash with parks and walks and also boasts a harbor as well as a variety of gyms and pools for keep fit fans. The schools themselves are a 5 minute walk from Hampton Park Train Station which has fast links to London and Brighton.

At Parkland, we pride ourselves in being one of the most unique schools in town. Our motto 'Aim high, work hard, Dream BIG' means there are no limits to any child's potential. Our school grounds include a large playing field, two playgrounds, a duck ponds, a computing suite and a Thrive unit to support children's emotional development. We have a vegetable patch and herb gardens to support children's understanding of sustainability and keep ducks and chickens which we hatch ourselves – one of many awe inspiring aspects of our curriculum. We also have a bee hive, which adds an exciting dimension to learning. There is a llama paddock on site which is home to two llamas who work with the children on a daily basis. We have a strong team of Pastoral experts, including a School counsellor, a Play Therapist and a Mental Health Practitioner. Together they offer a holistic approach to pupil well-being. We also offer Pet Therapy and hold the Green Flag Award for our work on the environment.

The teaching team at Parkland is highly passionate about all aspect of learning. Each subject is led by in house experts and the curriculum has been developed by school staff to ensure it is bespoke for the pupils who attend here. The curriculum celebrates diversity, educates about a multitude of cultures and promotes equality at every opportunity. Professional Development is strong for those at the early stages of their career and we promote within our team the belief that education is lifelong. Teachers at Parkland are at the forefront of developments within Education and ensure they prepare pupils well for an ever evolving future.

I would like to thank you for your interest in our schools and look forward to meeting you soon.

Yours sincerely,



Sally Simpson  
Headteacher

# Job Description

**Job Title:** Attendance Officer

**Grade:** SAT C

**Responsible to:** Line Manager

## **Purpose of the Job:**

To undertake all administrative tasks associated with the recording, management and monitoring of attendance; working with individual pupils and their families to improve attendance.

## **Key duties and responsibilities:**

- To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- To record student absences and late arrivals on BromCom, maintaining accurate attendance records.
- To act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies.
- To make initial enquiries with parents / carers regarding unexplained absences / lateness – including first day calling / texting.
- To work with individual students and their families regarding strategies to improve attendance / punctuality – ensuring records are kept and feedback provided to the Headteacher and other staff as appropriate.
- To monitor the attendance of pupils referring concerns to the Headteacher.
- To support the Headteacher at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed.
- To promote incentives for improving attendance within the school – including attendance certificates and prizes.
- To process and action pupil holiday requests.
- To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure.
- To assist the Headteacher with the administration of referrals to the education welfare service / issuing of penalty notices.
- To undertake routine liaison with external agencies regarding attendance – e.g. Education Welfare Officer (EWO) / Attendance Service.
- To collate attendance data producing routine reports and prepare statistical returns regarding attendance.

## **In addition all members of the school community are expected to:**

Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# Person Specification

Qualifications & Experience	Essential / Desirable
NVQ Level 2/3.	E
Good general education, including at least grade C GCSE English and Maths (or equivalent).	E
Willingness to undertake appropriate training and professional development.	E
Clean current driving licence and access to a vehicle.	E
Qualification related to working with children and young people.	D
First Aid training.	D
Experience of working in an educational environment.	D
Knowledge & Skills	
Understanding of confidentiality.	E
Good IT skills.	E
Knowledge of administration procedures.	E
Adaptable, pro-active, self-starter and ability to manage a large variety of situations.	E
An effective communicator with excellent interpersonal, persuasion and negotiation skills.	E
Able to identify work priorities and manage own workload within agreed parameters.	E
Able to maintain accurate work records.	E
An understanding of issues that may affect a student's ability to attend school.	D
Knowledge and practical experience of BromCom.	D
Knowledge of Schoolcomms and Google Suite.	D
Demonstrable knowledge of attendance regulations.	D
Knowledge of Child Protection / Safeguarding Procedures.	D
Personal Qualities	
Strong work ethic and capacity for hard work.	E
Able to deal appropriately and effectively with children, parents, staff and professionals from outside agencies at all levels.	E
Ability to cope with stressful / conflict situations and be resilient.	E
Ability to listen effectively.	E
Ability to use own initiative and work alone when necessary.	E
Ability to produce reports and analyse data.	D



# Working for Parkland Federation

## Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Enhanced Maternity Pay
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

# Finding Us

### Parkland Federation

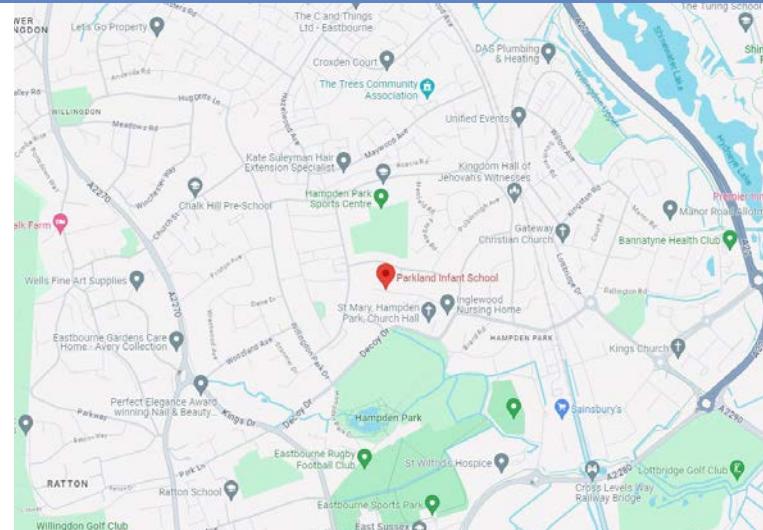
Brassey Avenue  
Eastbourne  
BN22 9QJ

01323 502620  
[plf-office@swale.at](mailto:plf-office@swale.at)

**Closest Train Station: Hampden Park Station**

Approx. 11-minute walk **Southern**

**Closest Bus stop:**  
Brassy Parade - Loop





# Parkland Federation Overview

## **Imagine a School Like No Other...**

A place where learning feels like an adventure, a playground for curious minds. This isn't your average school – it's a vibrant world of discovery where learning awaits at every turn.

### **Step into a Tech Wonderland:**

Dive into the future with a state-of-the-art computer suite. Code your own creations, pilot drones through the air and bring ideas to life with 3D printers. Robots also await your curious exploration.

### **Nature's Classroom:**

Let imagination take flight beside our pond, home to our friendly ducks. Watch our chickens lay fresh eggs you can enjoy and learn responsibility as you care for them. Feeling adventurous? Take a gentle llama for a walk, their soft fur warming your hands as you connect with nature.

### **Buzzing with Knowledge:**

Peek inside a real beehive, home to busy bees crafting their golden honey. Discover the vital role they play in our planet's health, and become a beekeeper yourself.

### **Awards Showering Excellence:**

This school isn't just different, it's remarkable. The prestigious Green Flag Award can be seen at the entrance as it flutters in the wind, recognising our eco-friendly ethos. Equality, creativity, online safety, wellbeing, scientific enquiry and our commitment to equality are all celebrated with top awards, highlighting our commitment to nurturing well-rounded individuals.

### **Teachers Who Light the Spark:**

Imagine passionate educators who believe in every child's potential. They guide and support your journey, igniting a love of learning that lasts a lifetime. The Thrive Approach fosters emotional well-being, while a Play Therapist, School Counsellor and art therapy group create a safe space to express yourself and grow.

This isn't just a school; it's a springboard to a future brimming with possibility. Is this the exciting, engaging, and fun place you've been dreaming of? Then step right in, and let the adventure begin!



## **The Application Process**

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. The SAT Application Form can be found [here](#).

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on [swale.at](#) website. Completed forms can be sent to [dawn.berhane@swale.at](mailto:dawn.berhane@swale.at) or by post to the following address:

Mrs Dawn Berhane  
Parkland Federation  
Brassey Avenue  
Eastbourne  
East Sussex  
BN22 9QJ

## **The Shortlisting and Interview Process**

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Parkland Federation may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

- All candidates who are invited to interview must bring the following original documents:
- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## **Conditional Offer**

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



# Swale ACADEMIES — TRUST

