



Attendance Officer Application Pack

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THE
COTSWOLD
SCHOOL

Creating Brilliant Futures

Welcome from Will Morgan, Headteacher

Thank you for your interest in this post.

Based in the stunning village of Bourton-on-the-Water, Gloucestershire, The Cotswold School has earned an 'Outstanding' reputation as a popular and successful 11-18 comprehensive academy.

Please watch our video, Welcome to The Cotswold School, to find out more from teachers and students about what makes our school an inclusive, ambitious and happy place to learn. <https://www.cotswold.gloucs.sch.uk/principal-welcome/>

I am proud to lead an incredible team of staff, who go the extra mile to provide our students with an inspiring education, fully equipping them for their future lives. The values of friendship and knowledge, symbolised on our badge, underpin all our learning and development activities and ensure that the wellbeing of our students and staff is also cared for.

At the heart of our school ethos is a commitment to excellent teaching and aspiration, which drives progress and attainment. Our students thrive academically and also personally, with opportunities to take part in musical performances and a huge range of extra-curricular clubs; writing competitions and debates; community fundraising; student leadership; and careers events.

We have an inspiring and caring school community, which includes families, local businesses, our staff, PTA and, of course, our students. Why not have a look at our website News pages, to see how we have found ways to support ourselves and others and develop our learning and talents?

Successful candidates who are shortlisted for an interview will be contacted by email or phone.

I look forward to hearing from you.

Will Morgan
Headteacher



Job advert

Role: Attendance Officer

Reports to: Governors, Headteacher, Deputy Headteacher

Contract: Part Time, Term Time Only

Hours: 3.5 days per week, Tuesday to Friday (until 12:30pm on Friday) 8:30am - 3.30pm, term time only. Hours negotiable.

Grade 4, point 7 to Grade 5, point 11 of the NJC Local Government Pay Scale (£26,403 to £28,142 FTE) depending on experience.

Closing Date: Thursday 22nd January, 9am.

We are looking to recruit a well organised part time attendance officer to join our vibrant school. This is an exciting opportunity for someone who can be flexible, remains calm under pressure and is able to communicate easily with colleagues, students and parents. Experience working within a school environment would be an advantage.

WE ARE LOOKING FOR THE FOLLOWING SKILLS AND QUALITIES:

- The ability to work independently and as part of a team
- Be able to prioritise workload and multitask
- Experience within a busy administration role
- Excellent people skills and the desire to provide professional support to staff and parents
- Honesty, integrity, confidentiality and a 'can do' attitude at all times
- A good communicator and team player

WE CAN OFFER YOU:

- The opportunity to be part of a dedicated team within a caring school environment
- Opportunities for professional development
- Option to join a pension scheme with generous employee discount
- Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
- A commitment to staff wellbeing
- Free onsite parking including electric car charging points

The candidate will contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment. This position is subject to an Enhanced DBS check.

Job description

Job Title: Attendance Officer

Responsible to: Governors, Headteacher, Deputy Head, Behaviour and Attendance Lead

Overall Responsibility

To complete daily attendance registers including absence calls and emails, with the aim to raise achievement by improving school attendance and punctuality and to meet our attendance targets.

Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Job Outline

- To be responsible for logging onto SIMS all student absence
- To clear attendance answerphone messages and follow up by recording on SIMS with reasons etc. daily
- To check emails and Parentmail in relation to attendance and enter on SIMS, daily
- To enter on SIMS any information from the signing in and out sheets
- To create an initial absence list in case of fire alarm by 9.20am
- Pass absence list to EWOs to prioritise any home visits that need to be made
- Once absence list is finalised contact parents regarding missing students by 11am
- To process and action term time absence requests after consultation with HOYS/Headteacher
- Liaise with EWOs, Heads of Year, Pastoral Support etc. regarding attendance concerns and produce reports as necessary
- Identify attendance issues and patterns of absence/late arrivals
- Coordinate the work of any colleagues that might assist with the smooth running of attendance
- To manage and prioritise your own workload in line with school requirements, undertaking meetings after registers have been completed
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance in order to be able to offer informed advice to parents/carers, staff and others
- To support the pastoral team in advising the school on all matters relating to student attendance
- To promote good attendance within school
- To maintain high standards of confidentiality
- To undertake relevant training as required
- To be flexible and take on other duties as required.

Other Specific Duties

- Set a good example in terms of personal presentation, attendance and punctuality.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

- Manage the pupils Health and Safety, taking appropriate action related to any problems or emergencies that occur.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available
- Maintain a professional portfolio of evidence via SchooliP to support the Performance Management process - evaluating and improving own practice.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

This position is subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children. This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020).

The successful applicant will be subject to all necessary checks and be required to provide evidence of identity, right to work in the UK and professional qualifications (where relevant). In line with KCSIE 2025, we will conduct an online search for all shortlisted candidates. Any relevant information will be discussed further with the applicant during the recruitment process.

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

We are an equal opportunities employer and value and respect diversity across our whole school community. This job description will be reviewed annually 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.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Person specification

Qualifications and Experience

Essential

- Qualified to A level (or equivalent) standard

Desirable

- Holder of valid First Aid certificate (training can be given)
- Experience of working in an educational environment

Knowledge and Skills

Essential

- Strong organizational, time management, and record-keeping abilities.
- Approachability and willingness to help
- A discreet and diplomatic nature with respect for confidentiality at all times
- Ability to maintain a professional manner in challenging situations
- Flexibility when needed to cover other areas
- Able to work comfortably with repeated interruptions and unexpected requests
- Able to produce accurate work and actively check output
- Work flexibly, able to prioritise and multi-task to meet deadlines in a busy environment
- Able to use initiative, work as part of a team, happy to receive and accept direction/delegation
- A good verbal and written command of the English language (including spelling and grammar)
- MS Office skills (Word, Excel, OneDrive, Outlook)

Desirable

Knowledge of SIMs

Personal Qualities

Essential

- Calmness, positivity, patience and a sense of humour
- Diplomacy, tact and the ability to be assertive when necessary
- Self-motivated
- Able to work under pressure and to meet deadlines
- Agreement with the School's ethos: The pursuit of excellence within a caring community

Evidence

Application form

Letter of Application

References

Interview

Certificate/s (to be available at interview)

Notes to applicants

- Please do not use the E-Teach or Gloucestershire County Council application form. Please use The Cotswold School Application Form which can be downloaded via our website
- Please complete the application form in full to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools
- Please do not include a CV or write 'see CV' in any sections on the form
- Please ensure that you include the title of the post that you are applying for (Section 1)
- Please provide an explanation for any gaps in chronological dates relating to education and employment history (Sections 4,5 & 6)
- If you are not writing a covering letter to submit with your application, then please complete Section 10, in full
- Please provide full details of two referees (Section 11)
- Both declarations (Sections 15 & 16) must be signed and dated
- Once completed, please return your application form by email to Mrs C Chapple, HR Officer, cchapple@thecotswoldschool.co.uk
- If returning by post, please send to Mrs C Chapple, HR Officer, The Cotswold School, The Avenue, Bourton on the Water, Cheltenham, Gloucestershire GL54 2BD
- The closing date and time must be strictly adhered to
- All information given will be treated as confidential

The Cotswold School is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact Mrs C Chapple, HR Officer (contact details above).







The Cotswold School
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