



Applicant Information Pack

Attendance Officer



'Every Individual is in a great school'



Headteacher letter to Applicants

Dear Applicant

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the recently appointed Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart, and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our [website](#) and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. I hope that you are inspired by what our school has to offer.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application. If you would like to arrange a visit or have an informal discussion then please contact the Headteacher's PA MS Toni Ferrans via email at toni.ferrans@wbs.318education.co.uk
We look forward to hearing from you.



Ruth Shaw
Headteacher

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

Job Description: Attendance Officer



Title of Post	Attendance Officer
Grade and SCP	Grade 7, SCP 12 - 17
Hours/Working Weeks	37 hours, term time + 5 days (3 days in the summer to enter student data + 2 PD days)
Post Status	Permanent
Accountable To	Office Manager
Key Stakeholders	Assistant Headteacher Behaviour and Culture

Main Purpose

The Attendance Officer will work directly alongside key staff in school to contribute to raising achievement by improving school attendance; to assist the leaders of the school in meeting their obligations and targets in relation to school attendance, especially persistent absence and internal truancy; to promote positive attitudes by students and families towards education and to ensure that families are made aware of their statutory responsibilities.

Working alongside the Education Welfare Officer the Attendance Officer will make contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return to access to regular full-time education provision. They establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

Duties & Responsibilities

Administrative

- General administrative duties required in the day to day running of the school as delegated by the office manager.
- Undertake reception duties and answer telephone enquiries as necessary
- Join the On Call team at busy times to provide support
- Undertake break / lunch / afterschool duties as required
- Assist with reprographics requirements
- To attend open days / evenings as necessary
- Administer first aid

Attendance

To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, Governors and others.

- To identify and work with individuals and groups of students, using regular attendance checks
- To work closely with families and students to improve levels of attendance
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform the Pastoral Team, Senior Leadership Team, the Safeguarding, Attendance and Inclusion Manager and families
- To work with groups of students to improve levels of attendance
- To work with families 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 required alongside the Education Welfare Officer
- To provide regular reports relating to attendance patterns and identify key areas of concern for the Pastoral Team and Senior Leadership Team
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To collate a register of students who will receive support in improving their attendance record and to monitor
- To be fully aware of and carry out all work in line with Child Protection Procedures This may involve case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To monitor and report on attendance and lates for those educated off-site
- To provide on the spot support with students who choose to internally truant
- To work with the families of EBSA students to maintain regular contact, coordinate safe and well checks and facilitate reintegration of students back into school
- To complete APDR cycles for students where school attendance, and/or lateness is a concern
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance under the guidance of the Safeguarding, Attendance and Inclusion Manager
- To check and remind any staff to complete registers
- To ensure all unexplained absences are accounted for and request explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To monitor the attendance of vulnerable groups of students and liaise with the Pastoral Team
- To liaise with the Safeguarding Team regarding child protection
- To input timely information i.e. exams, music trips, sporting events, work based learning appointments, Alternative Provision, absence reports etc. and to keep staff updated
- To liaise and work with other professionals in Police, Social Services, Housing, Health and any other statutory and voluntary organisations as required
- To print off official registers daily and explained absences to ensure at hand in the event of a fire
- To follow Attendance Policy and send out letters as required
- To provide updates for staff on student attendance

Admissions

- Process school admissions and leavers, including transition from primary to secondary school
- Oversee new mid year starters with Data & PR Officer to ensure a seamless onboarding process

- Liaise with Data & PR Officer in respect of processing of CTFs for starters and leavers
- Administer, and process all enrolment paperwork and data on Arbor MIS
- Work closely with external agencies e.g. Shropshire Admissions

Safeguarding

- Support Deputy Safeguarding Leads / Pastoral Team in CP and Safeguarding issues

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of 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 comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required
- To take part in marketing and liaison activities such as Open Evening, Parents' Evenings and liaison events as required.
- Be aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

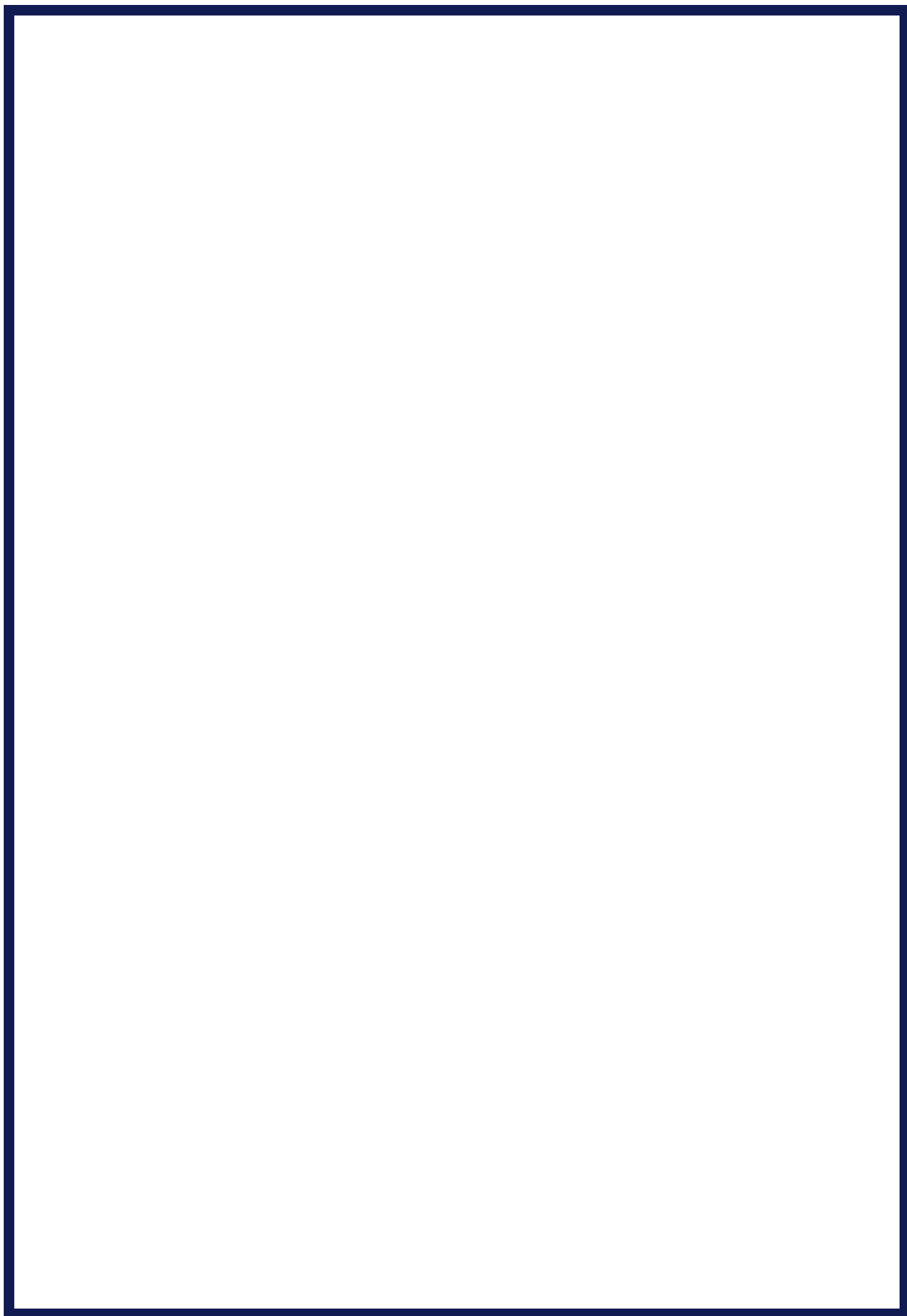
Signed _____ Date _____

Headteacher

Signed _____ Date _____

Name _____

Postholder:



Person Specification

Criteria	Essential	Desirable
Qualifications	• Relevant training for working with young people aged 11-19 • GCSE C grade or higher (or equivalent) in Maths or English to aid student learning in IER • Safeguarding Level 3, or a willingness to undertake training • First Aid at Work qualification or a willingness to undertake training	• Accreditation in a relevant subject or area • WRAP and Channel trained
Experience	• Experience of working in an environment such as a school, social services, the police, the youth service, the forces or similar organisations, where people skills are paramount • Experience in maintaining and updating manual and computerised records/management information systems	• Experience of working in an educational setting
Knowledge and Understanding	• Knowledge of Data Protection requirements, and understanding of confidentiality • Knowledge of Safeguarding requirements	
Skills and Abilities (relevant to post)	• An ability to communicate effectively with teachers, students and parents • Competent knowledge and understanding of legislation affecting school attendance requirements • An ability to work autonomously and as part of a team • Good organisation, time management, communication and interpersonal skills • Good research and planning skills • Knowledge of the principles involved in giving advice and guidance to young people including their place of confidentiality and sharing of information • The ability to liaise with and gain the respect of students and staff • Excellent ICT skills • Sufficiently fluent in spoken English to ensure effective performance in the role	• Knowledge of the main aspects of the organisation of secondary schools • A clear understanding of the factors which lead to educational disaffection in young people • Knowledge and understanding to strategies to remove barriers to learning in young people • Knowledge of the range of additional support / agencies available for students

Personal Attributes	• Possesses a 'can do' attitude • Creative and innovative in finding solutions • Good analytical and problem-solving skills • Passionate about inclusive practice and equality of opportunity • Relentless in finding ways to remove barriers to success • Excellent communication skills with both adults and students • Commitment to the protection / safeguarding of all students • Self-reflective practitioner who always seeks to improve • Able to see the 'big picture' in relation to whole-school priorities and improvement • Sense of humour • Have a positive and keen attitude, with a commitment to high standards	• Willingness to contribute to the extra-curricular life of the school
Special Conditions	• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	

Application & Appointment Process

An application form is available to download from the school's website and can also be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

**The deadline for applications is 9.00am on
Monday 3rd November**

Interviews will be held on Friday 7th November

Please send completed applications via email to toni.ferrans@wbs.318education.co.uk
Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.