



## PHILIPS HIGH - JOB DESCRIPTION

**Job Title:** Assistant Safeguarding/ Attendance Officer  
**Salary:** Grade 7  
**Immediately Responsible to:** Designated Safeguarding Lead

**Post Hours:** 37 hours (Full Time – Term Time only PLUS 5 days to be worked during the school holidays) – 8.00 am to 4.00 pm

**Holidays:** To be taken during school closure

**Purpose and Objectives of Post:** To work with the Designated Safeguarding Lead and Attendance Officer and assist with general related duties

### Safeguarding

- Referrals to agencies where appropriate in liaison with Heads of Year and Senior Leaders
- Organise multi-agency or home/ school meetings and reviews
- Provide relevant reports and agenda for meetings where necessary
- Take accurate minutes of meetings and distribute them in a timely way
- To oversee safeguarding transfer files for students leaving or joining the school, liaising with the school data manager.
- Signpost agencies and support networks for parents and families.
- Work with staff to ensure that safeguarding is a key consideration in the organisation's activities
- Ensure confidentiality is maintained, where appropriate, at all times
- To oversee data and registers of staff training related to safeguarding
- Maintain accurate and confidential information, secure, accurate and comprehensive case records and chronologies.
- To prepare relevant resources/ information prior to meetings or events
- To support the DSL with managing incidents on CPOMS, may include working directly with children and families/ services at a lower threshold.

### Attendance

- Assist the school in meeting obligations and targets in relation to school attendance, especially persistent absence.
- Produce reports and summaries with regards to attendance, punctuality and pastoral issues.
- Record individual pupils' attendance weekly throughout the year and producing records of attendance
- Ensure that all records of attending pupils are kept up to date.
- Update the MIS (SIMS) system regarding exclusions
- Keep accurate and up to date records of students who receive external intervention or support from agencies including but not exclusive to; counselling, police or social care
- Prepare paperwork for pupil panel meetings in liaison with Heads of Year

- Ensure all pupils are in attendance during the exam period.
- Work closely with outside Agencies and Alternative Provision Providers and assist in arranging placements and monitoring attendance
- Be fully aware of and carrying out all work in line with Child Protection Procedures. This may involve attending meetings with the Attendance Officer
- Keep clear and concise records of all meetings
- Manage and prioritise your own workload in line with service requirements.
- Acquire and maintaining a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs
- Accompanying staff on home visits when required.
- To support the Attendance Officer by facilitating lower threshold meetings with students and/ or parents where attendance is a concern.
- To support in mentoring specific students where attendance or punctuality is a concern.
- To be responsible for students who are arriving after registration and to be the point of contact for families arriving late with students.
- To support the Attendance Officer in contacting families where students have not arrived to school.

### **General Duties**

- To be aware of and comply with all School Protocols, Policies and procedures including Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake duties as part of the school's duty system (including break and lunch).
- To act as a First Aider for which training will be provided
- Contribute to the school ethos, aims and the development/improvement plan.
- To take part in whole school INSET activities/training to enhance job effectiveness
- The postholder will be expected to undertake other tasks/duties as directed by the Headteacher

**Note The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.**



**PHILIPS HIGH SCHOOL**

**PERSON SPECIFICATION - ASSISTANT ATTENDANCE/ SAFEGUARDING OFFICER**

<b><u>ASSESSMENT METHOD</u></b>	<b><u>SHORT-LISTING CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
Application/ Interview	Good standard of general education, including English and Maths	✓	
Application	Minimum 5 years office experience		✓
Application	Experience of working in an educational setting		✓
Application	The ability to converse at ease with visitors and provide advice and assistance in accurate spoken and written English	✓	
Application/ Interview	Experience of using computerised database systems and Microsoft Office packages, including Word and Excel	✓	
Application	Ability to work under direction and on personal initiative	✓	
Application/ Interview	Good communication and organisational skills	✓	
Application	Good interpersonal skills	✓	
Application	Polite and helpful telephone manner	✓	
Application	Ability to work in a team	✓	
Application	Ability to work under pressure to meet deadlines/ targets and maintain accuracy	✓	
Application	Excellent/Good record of attendance and punctuality	✓	
Interview	Smart Appearance	✓	
Application/ Interview	Understanding of data protection and the need to keep information confidential	✓	
Interview	Understanding why safeguarding is important whilst working with young children	✓	
Interview	Hold a full valid Driver's Licence	✓	
Interview	To be a qualified First Aider		✓
Interview	To work occasionally out of school hours to support school functions	✓	
	Willingness to undertake lunchtime/break/changeover duties when required	✓	
	To cover for other colleagues when required	✓	

**Employees of Philips High School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm**