



# BARKING ABBEY SCHOOL

## DEPUTY OFFICE MANAGER ATTENDANCE ADMINISTRATION LEAD

### RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



**BELONG**  
BARKING

**ASPIRE**  
ABBEEY

**SUCCEED**  
SCHOOL

[www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)



GIVE  
AND  
EXPECT  
THE  
BEST



# Contents

Headteacher's Welcome.....	4
The Recruitment Process.....	5
Advertisement.....	6
Job Description.....	8
Person Specification.....	11
Our Ethos and Values.....	12



# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Deputy Office Manager - Attendance Administration Lead .

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher

# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

## Key Dates

**Closing Date for Applications** Friday 24th January 2025

**Interviews week commencing** TBC

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: [jobs@barkingabbeysschool.co.uk](mailto:jobs@barkingabbeysschool.co.uk)



# Advertisement

## Deputy Office Manager - Attendance Administration Lead

Working 35 Hours per week on a shift/rota basis,  
either 07:45am-15:45pm, 08:00am-16:00pm or 09:00am-17:00pm.

This role is working at either our Sandringham or Longbridge Road Campus.

Term time only plus ten days

**Commencing:** As soon as possible

**Salary Scale:** Scale 5 (Pt 12-15)

**Are you looking for a place to work where no one day is the same  
where you can really make a difference to the lives of young people?**

**Are you a hardworking, and competent administrator who  
loves to learn new skills and provide an outstanding service?**

**Are you ready to take up a new challenge to supervise and deputise when necessary?**

**If so this could be the role for you....**

We are seeking to appoint an outstanding, innovative and committed Senior Administrator with a focus on leading Attendance who will play a significant part in the development of the school core administrative services.

The successful candidate will have excellent IT skills, be an outstanding Administrator and have a good understanding of implementing and embedding new systems and processes along with ideas or proven strategies for improving attendance in school procedures.

### **The successful candidate will be able:**

- To undertake a range of administrative tasks with ease, reflecting on current practice and streamline systems and processes to reduce workload and improve efficiency and effectiveness.
- To work collaboratively and proactively with students and their families to ensure that children and young people can have full access to the educational opportunities offered at Barking Abbey.
- To work in partnership with key staff to monitor and improve school attendance systems and procedures.
- To manage the school's caseload of persistent absentees and non-attendees across the school.
- To encourage, enable and, where necessary, enforce the school attendance procedures of all children of school age, working with the wider family, community and external agencies.
- To promote the welfare, mental wellbeing, appropriate development and protection of children and young.
- Support the Office Manager in all aspects of administration, including admissions, census, first aid/medical, Sixth Form administration, ParentPay, Free school meal administration and reception duties.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:  
<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: [info@bdsip.co.uk](mailto:info@bdsip.co.uk)

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



# Job Description

<b>Job Title</b>	Deputy Office Manager – Attendance Administration Lead
<b>Grade</b>	Scale 5
<b>Department</b>	Administration - School Business Services
<b>Location</b>	Longbridge Campus and/or Sandringham Campus
<b>Hours</b>	35 hours per week, Term time only plus 10 days
<b>Line Manager</b>	Office Manager
<b>Line Management of</b>	N/A- However will deputise in the absence of the office manager

## **Purpose of the role**

Working within one of the main campus offices, acting as a Senior Administrator in school undertaking all aspects of administration as necessary to support the needs of the school and leading specifically on attendance administration for a specific campus Whilst Campus based you will be expected to have oversight of the schools overall attendance and work with staff across both campuses to make sure that there is consistency and capacity.

You will be working as an integral part of the Core Business team to provide an outstanding administrative function that supports teaching and learning across school and provides all stakeholders with an outstanding service.

To deputise for the Office Manager as required who oversees all aspects of administration in one of the Campus offices. Working to support them and develop and improve systems and processes across the school with a specific focus on attendance.

To work alongside the other Deputy Office Manager/Attendance Lead to make sure there is consistency across the school and each campus ensuring highest standards are maintained around daily attendance processes and procedures.

To be one of the school's main attendance contacts, working with Pastoral teams, Designated safeguarding leads, Assistant Headteachers and the Schools Education Welfare Officer to make sure that attendance and the welfare of students is a priority. Leading and developing systems and processes for continuous improvement and engagement.

Tasks would be expected to be carried out in general without the need for direct supervision.

## **Attendance Administration and Management**

- To oversee and manage all aspects of daily attendance monitoring across a designated campus, making sure that general daily office procedures are robust and making sure there is immediate follow up by telephone and in writing when students do not attend in accordance with their agreed timetable.
- Making sure relevant attendance information is passed on to Pastoral teams in a timely manner.
- Work in partnership with staff to ensure that all registers are completed, and no missing marks or unexplained absences remain.
- To be familiar with the school and local authority attendance policies and procedures.
- To liaise with DSL and DDSL when attendance is a cause for safeguarding concerns.
- To liaise with Pastoral Teams when attendance is a cause for concern.
- To communicate and meet with families of students whose attendance is a concern.
- To monitor and manage the accurate completion of registers.
- To make sure Borough monthly returns, in respect of long-term absences of pupils and student leavers



are completed.

- To work with other Campus Deputy Office Manager/Attendance Lead to make sure that attendance monitoring is consistent across the school and systems and processes continue to evolve and improve.
- Managing the school's caseload of persistent absentees and non-attenders, liaising with the Educational Welfare Service when appropriate and providing regular updates to the Designated Safeguarding Lead and SLT.
- Providing data on persistent absence for the Heads of school half termly reports to Governors.
- Participating in regular meetings with a member of the campus leadership team to review registers and discuss specific cases and actioning agreed outcomes as required.
- Conducting home visits with Safeguarding team and/or Pastoral Staff, as/when required.
- Drafting attendance related Parenting Contracts and other correspondence to parents, overseeing their delivery and completion in accordance with current Department for Education guidelines.
- Monitoring individual students closely to ensure all improvements are made within agreed time frames, and that follow up action is taken when these are not apparent.
- Making referrals and liaising with other agencies when required including Educational Welfare Service, borough's SEN department, Children's Social Care, Child and Adolescent Mental Health Service, Youth Offending Service, progressing cases and ensuring safeguarding protocols are followed.
- Liaising with the Local Authority Admissions Service, other schools, healthcare and other professionals to confirm student status and address other pertinent issues.
- Providing written materials for newsletters, School website, leaflets and any other medium as requested to help increase the profile of attendance issues and particularly the long-term benefit of improvement.
- Reviewing and updating policies and procedures in accordance with changing DfE requirements, as required.
- Establish and encourage good relationships with pupils, their families and the school.
- Work with Pastoral and Safeguarding teams on initiatives to improve parental involvement with their child's attendance and learning.
- Speak with parents/ families of pupils who are experiencing issues which create barriers to attendance, learning and achievement.
- Identify the issues, design and implement an action plan to resolve/ improve the situation.
- Negotiate with outside agencies to ensure that the pupils/ families can access the support they need.
- Keep up to date on the range of services, support and agencies in the local area to maintain knowledge.

This role has a specific focus on leading and overseeing systems and processes for attendance, however, as a Senior Administrator as part of the main office team, duties are also likely to include oversight and work to be undertaken in the following areas:

#### **First Aid**

- Acting as a school registered first aider dealing with minor first aid calls.
- Monitoring the upkeep of First aid logbooks throughout the school.
- Arrange for pupils to go home when sick.
- Keep a record of medication taken by pupils and ensure authorisation is received from parents (consent letter) and expiry dates are monitored.
- Keep First Aid stock inventory and monitor medicines for all students and place orders as required.
- Annually compiling a medical report for all SLT and HODs ensuring staff are aware of any medical issues/ conditions in their classroom.
- Making sure the school's student database is kept up to date with relevant information regarding medications and conditions.

#### **Reception**

- Operate the school switch board.
- Taking and passing on messages (and from answerphone) and sending to appropriate member of staff.
- Telephoning parents/guardians to collect students in case of illness or queries from staff.
- Receive deliveries, check them and pass on to departments via order number or name.

- Log items as a job for caretakers to distribute.
- Welcome visitors to the school making sure that every visitor receives a professional and welcoming greeting.
- Following school policies and processes for visitors to the school making sure all the required paperwork is in place, and they are signed in using the school visitor system inventory and the correct information is recorded.

**Parent Pay**

- Be able to respond to enquiries from Parents and staff regarding ParentPay.
- To send out letters and email reminders to parents/carers as required.
- Provide staff with relevant reports for trips.
- Support as required to follow up on accounts in arrears using school template letters and established processes.
- Assist with the use and upkeep of ParentPay for monitoring payments for school trips and activities and providing staff with the required information.

**General Administration**

- Keeping the Main reception and office areas presentable so that they are welcoming for visitors.
- Compiling and sending school documentation and communications on request.
- Keeping students records up to date on the school’s information system and providing information to staff on request.
- Undertaking general administrative tasks such as responding to emails, writing letters, filing and copying.
- Updating the student database (ARBOR) with change of addresses/telephone numbers for current pupils on roll.
- Word processing and the compilation of information.
- Photocopying/filing on request.
- Sort incoming mail and prepare outgoing mail.
- To substitute for other administrative staff across any of our campus offices as needed.
- Free School Meals monitoring, reporting and amending on Arbor.
- Providing other general administrative support as commensurate with the role.

**Other General responsibilities**

- To undertake any reasonable duty at the request and discretion of the Head Teacher or Head of Campus.
- To comply with all Barking Abbey policies and procedures, including but not limited to safeguarding of children, data protection and health and safety.
- To be familiar with the school and local authority attendance policies and procedures.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

<b>Employees Signature</b>		<b>Date</b>	
<b>Line Managers Job Title</b>		<b>Date</b>	

# Person Specification

	Criteria	Essential	Desirable	Assessment Methods		
				Application A Interview I Task T		
				A	I	T
<b>Knowledge &amp; Skills</b>	Highly competent user of ICT.	√		√		√
	Understanding attitude with integrity, tact, discretion and resilience and a wish to co-operate with others.	√		√		√
	Flexible and keen to learn.	√		√		√
	Excellent communication and inter-personal skills	√		√		√
	Proven skills of organisation and delegation, including the ability to assess and prioritise work effectively in order to ensure that deadlines are met.	√		√		√
	Ability to work well under pressure and meet deadlines.	√		√		√
	Have a strong understanding of CP and safeguarding matters.					
	A commitment to safeguarding and promoting the welfare of young people.	√		√	√	
<b>Qualifications</b>	A good standard of general education including GCSEs in English and Maths.	√		√		
<b>Experience</b>	Strong Administrative experience making sound decisions in a busy office environment including developing and maintaining information systems.	√		√	√	√
	Diplomacy and tact to be able to deal with the above when required.	√		√	√	√
	Computer literate with excellent knowledge of excel and word for production of spreadsheets and correspondence.	√		√	√	√
	Experience of managing, operating and implementing computer and manual administrative systems.	√		√	√	√
	Excellent verbal and written communication skills for dealing with enquiries from pupils, parents, relatives, teachers, governors and LEA staff	√	√	√	√	√
	Previous experience of working in an educational environment.		√	√	√	
<b>Attitude &amp; Personal Qualities</b>	Ability to work on own and prioritise work.	√		√	√	√
	Ability to work well under pressure, with constant interruptions from the school community and the telephone.	√		√	√	√
	Ability to work independently and as part of the school support staff team, in terms of resolving problems and being able to demonstrate a flexible approach to the many demands made upon the school's administration team.	√		√	√	
	Ability to deal effectively with all levels of the organisation entailing the need to keep strict confidentiality in dealing with sensitive issues raised by pupils, staff and parents.	√		√	√	√
	Understanding of and commitment to Equal Opportunities.	√		√	√	√
	Ability to work as part of a team.	√		√	√	√
	Honesty and Integrity.	√		√		√
	A willingness to attend relevant training courses i.e., first aid, in order to enhance personal development and provide an effective and efficient service to the school community.	√		√	√	√
	Good organiser and administrator, able to meet tight deadlines.	√		√		√
	Sensitive to young people's feelings and needs and able to be flexible in implementing policy and strategy in relation to managing their welfare needs.	√		√		√

## Our Ethos and Values

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**BELONG**  
BARKING

**ASPIRE**  
ABBNEY

**SUCCEED**  
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



Sandringham Campus  
 Sandringham Road  
 Barking  
 Essex  
 IG11 9AG

Longbridge Campus  
 Longbridge Road  
 Barking  
 Essex  
 IG11 8UF

[www.barkingabbeysschool.co.uk](http://www.barkingabbeysschool.co.uk)

