

## **Devonport High School for Boys**

### **Sixth Form Attendance Officer and Administrator**

#### **Job Description**

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| <b>Job Title:</b>      | Sixth Form Attendance Officer and Administrator  |
| <b>Grade:</b>          | Grade D SCP 8 - 14 Full time salary £24,702 to £26,421 (FTE)   |
| <b>Responsible to:</b> | Team Leader / Office Manager (Support Services)  |
| <b>Hours:</b>          | Negotiation from 32 to 37 hours per week, 39 weeks per year (including two enrolment days in August) |

#### **Job purpose**

To improve and maintain school attendance ensuring that attendance at DHSB is above national average. To work effectively with school teams and other agencies, analysing data to guide interventions and evaluating their impact. With the support and guidance of senior staff, providing KS5 administrative support to the Sixth Form. The post holder will be expected to embrace the wider community aspects of the Sixth Form in supporting individual student wellbeing which in turn supports the achievement of outstanding academic outcomes.

#### **Key skills**

- Confident, friendly and assertive engagement with young people
- Positive interpersonal skills.
- Excellent communication skills with the ability to engage proactively with current and former students, their families and any other visitors to the Sixth Form Centre.
- Administrative office skills - the school uses the Google Workspace suite and Bromcom management information system. Training is available if unfamiliar with these applications.
- Routine financial administration involving the processing of orders for supplies and services
- Ability to support other professionals by providing specific curriculum / departmental / programme support as required.
- Accurate record keeping, both in electronic and hard copy format.
- High standards of confidentiality and skills within GDPR and freedom of information requests.

#### **Key accountabilities**

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the headteacher/designated safeguarding officer.
- Be aware of and support diversity within our community and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management and development as required.
- Work within the requirements of the school's health and safety policy, performance standards, safe systems of work and procedures.

#### **Specific attendance key tasks**

- To be accountable to the whole school lead for attendance.
- To monitor, track and analyse daily and weekly data (attendance and attainment) for ~400 students across 14 tutor groups and to use this data to target students through direct onsite face to face contact in the Sixth Form Centre and from lessons as well as home contact, to help them to improve their attendance.
- To produce weekly attendance reports to Head/Deputy Heads of Sixth Form
- In cases of poor school attendance, to be proactive in assessing the situation and liaising with the appropriate professionals when students may be in need of additional support.
- To actively challenge parents/carers when attendance falls below the expected standards.
- To maintain regular contact and establish constructive relationships with parents/carers of students in need of extra support, to keep them informed of any barriers to learning

- To maintain the records of students on a health plan, flexible curriculum or identified as children missing in education (CME).
- To liaise with DHoS, KS4 attendance officer and SEND coordinator to ensure strategies are in place for key student groups such as pupil premium students, 'not going to uni' students and SEND and wellbeing groups.
- To liaise with school staff in particular deputy and assistant heads of school, EWO; social services, health and family support services as appropriate to identify students at risk of disaffection.
- To network with the education welfare service to share best practice.
- To monitor records and effect actions as detailed in the Sixth Form attendance guidance' published in the Sixth Form handbook.

### **General Administrative tasks**

- To attend DHSB Year 12 enrolment on GCSE results day and assist in record collection of new students.
- To assist with induction, recruitment and enrolment of students to the Sixth Form from Year 11 and externally.
- To provide reports, information and referrals as required by various external agencies including the local authority.
- To oversee the completion and review of flexible timetables, where appropriate.
- To undertake a range of reception, clerical and administrative tasks which support the efficient and smooth running of the Sixth Form Centre. These include reception duties, answering general telephone and face to face enquiries, routine correspondence, minute taking, signing in visitors, photocopying, filing, distribution of post, completion of standard forms, updating handbook.
- Maintaining accurate records involving the use of Bromcom and other databases to ensure the accuracy of census returns, enrolment, student timetables, learning agreements, predicted grades and exam entry information as required by the Assistant Head Post-16.
- Assisting with the marketing and staging of events held in the centre, including the Oxbridge Conference and the Year 13 leavers assembly.
- Direction of email from [sixthform@dhsb.org](mailto:sixthform@dhsb.org) to relevant parties.

### **Organisation and coordination tasks**

- Management of Sixth Form Centre with reference to behaviour of students, optimising cleanliness of centre at break times, displays and fixings.
- Coordination of parents evening appointments and set up.
- Undertake routine administration of the Sixth Form Centre bookings for meetings
- Assist with student first aid referral to main reception. Liaising with parents and staff.
- Assist in arrangements for school trips, events, higher education and industry week (HEIR)
- Organisation of speakers and bookings for KS5 enrichment as requested with regard to curricular themes
- Ability to update, monitor and collate Year 13 UCAS reports as required
- Systematic checking of UCAS applications before submission
- Procedures for recruitment and enrolment of external students at key points in the year.

Any other opportunities/ duties that may be allocated from time to time, provided they are consistent with the overall level of the role.