



Devonport High School for Girls

Opportunity - Nurture - Achieve



Information Pack

Student Information Officer – Attendance

(Part Time, Permanent)

Dear Applicant



Thank you for your interest in the position of Student Information Officer - Attendance at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

The post holder's role is to provide comprehensive administrative support relating to pupil tracking/progress, pupil progress reviews and reports, School Self Evaluation and School Information Management System (SIMS). Also, to undertake administrative duties to support the effective operation of the School Office.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. The school has strong international links and helps to create successful and happy young people who have the skills to carry out leading roles in the world. Our students are absolutely fantastic and highly motivated to learn. You will not experience poor behaviour in the classroom.

We value our staff here, and as such have sensible policies and systems in place. For example, we do not have pointless meetings, but instead a focus on CPD training for staff. We invest in 'incremental coaching' and not high stakes lesson observations. Staff value the opportunity to have feedback that helps them improve.

In this applicant information pack, you will find a Job Description, a Person Specification and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

A handwritten signature in purple ink, appearing to read 'Lee Sargeant'.

Lee Sargeant
Head Teacher

The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 850 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer several languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Deputy Head Teacher, three Assistant Head Teachers and the Business Manager.

The School Office

The Administration Team consists of one full-time Office Manager/PA to Head Teacher, one Deputy Officer Manager and the Attendance Officer. The Office is open from 8.00am to 5.00pm.

The Administration Assistants are line-managed by the Office Manager/PA to Head Teacher and overseen by the school's Business Manager/Assistant Head Teacher - Assessment.

More detailed information about the school can be found on the school website www.dhsg.co.uk

Job Description: Student Information Officer – Attendance

Post Title:	Student Information Officer - Attendance
Grade:	Grade C, Points 5 - 7
Hours:	32 hours & 30 minutes per week, 39 weeks per year
Responsible to:	Office Manager (for Admin) / Deputy Head Teacher (for Attendance)
Job Purpose:	To support the administrative and teaching staff in the school by maintaining an efficient and effective data base of student information relating to Attendance in the school's SIMS system. Responsible for the production of attendance data under the guidance of senior staff.

Key Accountabilities:

1. To work with other members of the school administration team to ensure that the SIMS database is up-to-date and accurate and fulfils the needs of the school census return.
2. As and when needed update the Designated Safeguarding Lead concerning the non-attendance of vulnerable students.
3. Co-ordination of the registers to ensure that attendance information is accurate, statutory attendance marks are entered, and accurate reports are provided to Form Tutors, Heads of House, and Senior Leaders as indicated in school procedures.
4. Update the SIMS database on a daily basis e.g. sickness, medicals etc
5. Liaise with SLT on a weekly basis to discuss attendance and any students whose attendance is of concern.
6. Weekly update of attendance using iDASH for attendance. Share with Senior Leadership and Heads of House students whose attendance is of concern.
7. Follow Plymouth City Council (PCC) procedures regarding unauthorised absences from school.
8. Raise attendance letters on behalf of SLT lead.
9. Raise termly reports for Senior Leadership and Heads of House.
10. Provide attendance data to Designated Safeguarding Lead & Head Teacher for statutory reports for trustees.
11. Provide admin support to SENCO in relation to students who are on a reduced timetable.
12. Complete children missing education returns following Plymouth City Council (PCC) guidelines.
13. Work under the direction of the Office Manager in relation to Attendance.
14. Assist the Student Information Officer – Assessment with the production of data reports and work with the Examinations Officer when required.

15. Complete database searches, retrieve internal assessment data and provide reports as requested.
16. To support administrative and teaching staff in the effective use of the SIMS system relating to Attendance.
17. To provide administrative and organisational support to other staff e.g. answering telephone calls, reception duties, photocopying, filing, and ICT based tasks as required.
18. Operate relevant equipment and ICT packages (e.g. access to the internet, office and SIMS packages).
19. Administer first aid to students and staff, liaising with parents/carers, monitoring appropriate records and seeking relevant medical advice as required.
20. Deputise for other office team members during periods of staff absence.

Other duties:

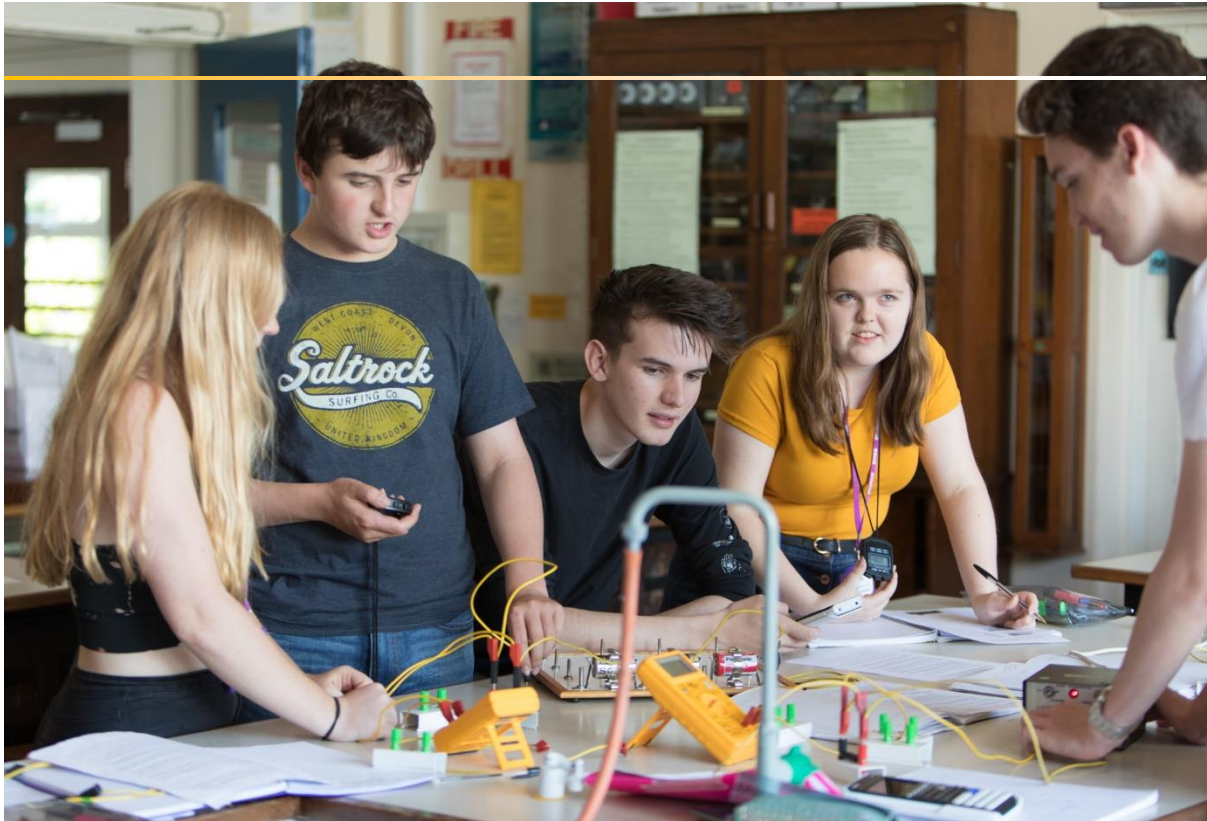
1. Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection. Reporting all concerns to the appropriate person.
2. Attend and participate in relevant meetings, training and learning activities as required by the needs of the role/school and authorised by the Line Manager.
3. Contribute to the overall ethos, work and aims of the school.
4. To undertake such other duties, training, and/or hours of work as may be reasonably required and which are consistent with the general responsibility level of the job. Reasonable adjustment will be considered as required by the Disability Discrimination Act.

This job description outlines the duties required for the post and indicates the level of commitment and responsibilities expected. The list is not exhaustive, and you may, from time to time, be required to undertake other duties to meet the needs of the school.

Person Specification: Student Information Officer - Attendance

Essential	Desirable
<ul style="list-style-type: none"> GCSE Grade A* - C (or equivalent) in Mathematics and English ICT qualification CLAIT/IBT/ECDL or relevant experience in using office base ICT systems Willingness to participate in development and training opportunities and undergo further training as appropriate 	<ul style="list-style-type: none"> Current First Aid at Work Certificate (3 Year) or willingness to undertake
<ul style="list-style-type: none"> Experience of working with children and young people At least 2 years' experience of working in an administrative environment Experience of ICT packages including the use of Excel and Word at intermediate level or above Experience of providing first aid cover Some experience of supervising a small team or deputising for a senior colleague 	<ul style="list-style-type: none"> Experience of working in an educational environment

<ul style="list-style-type: none"> • Proven ability to communicate effectively, orally and in writing, with individuals at all levels of the organisation 	
<ul style="list-style-type: none"> • Patient and friendly approach in order to promote a welcoming and helpful image of the school office • Ability to form good relationships with students and adults. • Ability to work as a member of a team • Able to respect confidentiality • Support and contribute to the school's responsibility for safeguarding students. • Advanced keyboard skills in order to produce documentation with speed and accuracy • Proven ability to prioritise and meet rigorous targets • Proven ability to maintain accurate records • Good organisational skills • Ability to work under pressure and meet deadlines • Ability to maintain confidentiality • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> • Good understanding of the application of SIMS system or other similar Management Information System • Understanding of school roles and responsibilities and your own position within these



How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

Applications for this vacancy must be received by 9am on Friday 20 June 2025. Interviews will be held week beginning 23 June 2025.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy
Personnel Assistant
Devonport High School for Girls
Lyndhurst Road
Peverell
Plymouth
Devon
PL2 3DL

T: 01752 705024

E: recruitment@dhsg.co.uk

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657



