



**ST EDMUND'S
SCHOOL**
CANTERBURY

Attendance Officer

Permanent Term Time Only:
September 2022



DETAILS OF THE POST

Details about the post	
Grade	Pay £20,809 pro rata
Type of post	Permanent, term time only
Hours	37.5 hours per week
Holiday	5 weeks pro rata to be taken during School holidays
Start Date	1 st September 2022
Post & Department	
Role	As the Attendance Officer you will report to the Deputy Head and will play an important role in supporting the effective safeguarding and tracking of pupil attendance. The post holder will need to ensure that registration processes are compliant with ISI requirements and run monthly reports in preparation for School Inspection. The successful candidate will be based in the main School Reception, providing support and cover on the main desk and phone lines.
Hours of work	To work 37.5 hours per week, Monday to Friday, term time only, with the exception of holiday cover in the main School Reception.
Responsibilities	<p>The main responsibilities of this post include:</p> <ul style="list-style-type: none"> • Maintenance of whole school attendance registers • Manage day to day administration of the school attendance system • Be the first contact for all attendance issues with the school • Immediately follow up all pupils who are late or unaccounted for by <ol style="list-style-type: none"> 1) First day absence calling of parents or guardians 2) Liaising with key staff 3) Visiting classes or the Boarding House to locate any unaccounted for pupils • Identification of students with patterns of lateness or absence and reporting on such information • Liaison with leadership Group, Housemasters, tutors and other key staff • Ensure that the absence of pupils on away fixtures or offsite trips is properly recorded. • Ensuring the school database Attendance Codes are correct • Producing reports weekly and half termly to key staff • Keep up to date with current legislation and technology and oversee the training of staff in attendance and registration issues • Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Hold a current, clean and valid licence D1 unrestricted or D1 restricted (car licence obtained prior to 01/01/1997) • The ability to write to a good standard of literacy to include excellent report writing skills. 	
Skills and Experience	<ul style="list-style-type: none"> • Working with children, young people, parents and families preferably within an educational context. • As a part of a team, as well as on your own initiative. • Using IT systems to compile reports as well as analysing statistical data for monitoring purposes. • Flexible working approach. • Willing to undertake training as appropriate 	<ul style="list-style-type: none"> • At least one year's related experience of work within a school attendance related service.
Knowledge	<ul style="list-style-type: none"> • School systems and an understanding of the issues affecting truancy and non-school attendance • Demonstrate an understanding of issues linked to confidentiality. 	<ul style="list-style-type: none"> • Demonstrate knowledge of attendance regulations
Behaviours	<ul style="list-style-type: none"> • Professional and self-motivated • A team player but with the ability to work independently and on own initiative • Act with integrity • A friendly and positive personality with the ability to build effective professional relationships with key stakeholders • Highly motivated with the ability to remain calm, flexible and professional in all situations • Reliable and trustworthy • Good communicator 	



CONDITIONS OF SERVICE

BENEFITS

Workplace pension, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free-of-charge for all staff during term time.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

Applications must take the form of a CV and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of application **9.00am Wednesday 10th August 2022**, however early applications will be welcomed and interviews can be arranged prior to the deadline for suitable candidates. Applications should be emailed to recruitment@stedmunds.org.uk.

