



# Brighter Futures Learning Partnership Trust

## APPLICATION INFORMATION

# **Contents:**

**Job Description**

**Person Specification**

**How to Apply**



## Job Description

**JOB TITLE: Attendance Officer based at Hungerhill School for Brighter Futures Learning Partnership Trust**

**HOURS: 37 hours per week, term time only (Flexible hours may be considered for the right candidate)**

**BAND: BAND 7 – SCALE POINT 12 to 20**

**RESPONSIBLE TO: Deputy Headteacher**

### JOB PURPOSE

- To assist in providing an excellent attendance administration service to the school which supports high quality teaching and learning.

### KEY DUTIES AND RESPONSIBILITIES

- Work with students and parents to encourage outstanding attendance in line with the school expectations.
- Manage manual and computerised record/information systems, particularly SIMS and CPOMS.
- Collate, maintain, and update attendance data.
- Ensure students and parents are informed weekly of year-to-date attendance
- Make 'first day contact' with parents/carers for any unaccounted absent student.
- Ensure all unexplained absences are accounted for.
- Check and remind any necessary staff to complete registers.
- Check accuracy and correct coding on registers.
- Interpret information relating to attendance/punctuality patterns and identify key areas of concern for members of the SLT and Student Support staff.
- Attend meetings and produce regular attendance reports for the Deputy Headteacher, Headteacher and Governors
- Challenging those who are persistently absent
- Monitor the attendance of vulnerable groups of students and liaise with relevant staff to exchange information and determine levels of intervention.
- Assist with the identification of students who will receive support in improving their attendance record.
- Keep up to date and adhere to latest attendance procedures.
- Monitor and report on the attendance of students being educated at alternative provision.
- Liaise with Deputy Heads and Heads of Year to arrange admissions meetings.
- Accurately recording on and off roll data
- Monitor leave of absence requests, associated communication and issue penalty notices where appropriate.

- Monitor lateness and oversee first tier of consequence i.e. issuing detentions and ensuring these are recorded accurately.
- Monitor punctuality to lessons and issues sanctions when appropriate.
- Ensure intervention letters are sent out routinely at specific attendance thresholds.
- Have regular contact including conducting home visits with families whose children are not attending school regularly.
- Attend meetings with parents and students to ensure support plans are written.
- Ensure actions from support meetings are followed up and put in to place.
- Monitor and track students/families who are at risk of FPN and support with any documentation arising.
- To invoke the legal process for absence fines/court proceedings
- Provide information to ensure good attenders are rewarded at regular intervals throughout the school year.
- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

**These responsibilities and duties may be subject to variation as operational needs change at the reasonable discretion of the Headteacher. These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post.**

**Dependant on need, you may be deployed across the Trust. The Trust is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate. The role is also engaged in regulated activity and will therefore require a children's barred list check.**



## Person Specification

**POST: Attendance Officer, based at Hungerhill school for Brighter Futures Learning Partnership Trust**

Qualifications	Essential	Desirable
<b>Education:</b> <ul style="list-style-type: none"> <li>➤ GCSE Grade C or above (or equivalent) in English and Maths</li> <li>➤ First Aid at Work (training can be provided prior to taking up post if required)</li> <li>➤ Safeguarding Training (can be provided prior to taking up post if required)</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Experience:</b> <ul style="list-style-type: none"> <li>➤ Good level of written and spoken English; Mathematics; and IT</li> <li>➤ Experience in planning, organising and prioritising own work schedule</li> <li>➤ Able to maintain records</li> <li>➤ Able to develop specific knowledge and expertise to work with groups of students or individual students</li> <li>➤ Able to communicate effectively with students, colleagues, parents and external agencies</li> <li>➤ Able to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>

Knowledge and skills	Essential	Desirable
<ul style="list-style-type: none"> <li>➤ Communication, reporting and recording skills.</li> <li>➤ Issues relating to the safeguarding and welfare of children.</li> <li>➤ High expectations and a commitment to raising standards of attainment of self and others</li> <li>➤ Able to reflect objectively on own performance</li> <li>➤ Good communication, planning and organisational skills</li> <li>➤ Acts as a positive role model to staff and students</li> <li>➤ Effective team member</li> <li>➤ Can use initiative</li> <li>➤ Personal motivation and genuine passion to ensure students achieve</li> <li>➤ Commitment and understanding of equal opportunities</li> <li>➤ Commitment to safeguarding procedures</li> <li>➤ Confidence, enthusiasm and can-do attitude</li> <li>➤ Resilience</li> <li>➤ Commitment to continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> </ul>	<ul style="list-style-type: none"> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> </ul>
Personal qualities	Essential	Desirable
<ul style="list-style-type: none"> <li>➤ Well organised</li> <li>➤ Enthusiastic</li> <li>➤ Flexible attitude</li> <li>➤ Ability to show initiative</li> <li>➤ Honest</li> <li>➤ Polite</li> <li>➤ Helpful</li> </ul>	<ul style="list-style-type: none"> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> </ul>	

# How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

Closing date for applications is 9am 4 November 2024

Interviews will be held on 12 November 2024

**\*Please note that if you have not been contacted by 5 November, you have not been shortlisted for interview.**

## Good luck with your application

