



# Sandbach High School and Sixth Form College

an ambitious school  
with kindness at the heart of our high expectations

## Application Pack - Attendance Officer

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

<b>Appointment Type</b>	Permanent
<b>Start Date</b>	1 <sup>st</sup> January 2021 or as soon as possible
<b>Hours</b>	37 hours per week Monday to Friday Term Time Only
<b>Salary Scale</b>	Sandbach High School and Sixth Form College pay scale Grade 5 £19,519- £22,184 pro rata
<b>Closing Date</b>	Friday 26th November 2021
<b>Interview Date</b>	To be confirmed

Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.

Application forms can be accessed from [www.sandbachhigh.co.uk](http://www.sandbachhigh.co.uk)

# Job Description

# Attendance Officer

## 1 BASIC JOB PURPOSE

To conduct high intensity and strategic work on improving attendance

## 2 MAIN RESPONSIBILITIES

1	Maintain accurate records of attendance
2	Liaise with and provide regular statistical data and reports to Form Tutors, Achievement Coordinators, Senior Leadership Team, Trustees and Education Welfare service.
3	Follow up unauthorised absences by phone calls to parents.
4	Recognise and intervene where poor attendance patterns are emerging
5	Word processing and dispatch of letters to parents re unauthorised absence, late arrival and detentions.
6	Updating and accessing SEN records, safeguarding reports where appropriate and pupil personal data such as telephone numbers and addresses.
7	Lead on first day absence calling and utilise attendance information ensuring early identification of attendance issues.
8	Co-ordinate and conduct home visits for students whom are persistently absent, this may be on your own or in collaboration with pastoral colleagues.
9	To be one of a small group of support staff undertaking emergency first aid duties to pupils on a rota basis to include the issuing of prescribed medication to pupils.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Trustee Board from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

# Person Specification

# Attendance Officer

Attributes	Description	Desirable
<b>Qualifications, Knowledge &amp; Training</b>	5 GCSE's or equivalent Basic knowledge of SEND and learning barriers. Some knowledge of strategies in working with young people with challenging behaviours Knowledge of some of the social issues facing students from disadvantaged backgrounds Awareness of Health and Safety issues in the workplace.	Educated to A'level Evidence of continuing professional development English, maths or science degree Knowledge and understanding of the National Curriculum Knowledge of learning and teaching
<b>Experience</b>	Experience of working directly with young people in an education or training environment, supporting the learning of students. Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels. Experience of managing and being responsible for own workload.	Previous experience working in a similar role in a school. Experience of working with students from a range of backgrounds
<b>Skills &amp; Abilities</b>	Good literacy and numeracy skills, Good interpersonal and communication skills, with an excellent standard of written and spoken English. Good administrative and organisational skills. Ability to interest, encourage, motivate and engage children Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities. Computer literate – must have good ICT skills including a working knowledge of MS packages e.g. Word, PowerPoint, Outlook, Excel etc, as well as using and updating records and databases. Ability to work using own initiative, exercising good judgement where unsupervised. Flexibility of approach to work. Ability to maintain confidentiality; having tact and diplomacy where necessary.	Ability to use an interactive white board innovatively.
<b>Personal Qualities</b>	Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels. Willingness to work hard. Flexible, adaptable, and able to prioritise, resilient under pressure. Awareness of and commitment to equal opportunities and valuing diversity. To command and demand respect from the school community. Creativity and enthusiasm to promote a positive school image to the local and national community.	

## **All staff at Sandbach High School and Sixth Form College are expected:**

- To adhere to the school's corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
- To set a personal example that contributes to the positive ethos of the school
- To be committed to the life of the school and to support its distinctive mission and ethos
- To behave at all times in accordance with the school's values
- To agree annual performance targets with their Line Manager
- To promote the school favourably in the community
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Safeguarding**

- Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

### **Health & Safety**

- The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

### **Policies & Procedures**

- The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Equality Act 2010**

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 (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

For further information or to arrange a tour of the school, please contact Mrs Helen Hulse, School Business Manager on 01270 765031 or email [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

<b>Closing Date</b>	Friday 26 <sup>th</sup> November 2021
<b>Interview Date</b>	To be confirmed