

BISHOP CHALLONER CATHOLIC COLLEGE



JOB VACANCY

Attendance Officer

Principal - Dr J Coughlan

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Contents

Job Advert

Job Description

Person Specification

Department Details

CES Application Form for Support Staff

(see separate Word document)

CES Recruitment Monitoring Form

(see separate Word document)

CES Rehabilitation of Offenders Act 1974 – Disclosure Form

(see separate Word document)

JOB ADVERT



NOR 1,231 including 255 in Sixth Form

22.5 hours per week, term time only
Full Time Equivalent Salary: £21,269 - £27,514
Actual Salary Pro Rata: £11,464 - £14,829

Attendance Officer (fixed term contract)

Bishop Challoner Catholic College is seeking to appoint a self-motivated individual who can fulfil the role of Attendance Officer. Joining an experienced student services team, this is a new role that we believe will further strengthen the day to day management and analysis of attendance and punctuality.

It is expected that the successful candidate will quickly develop productive working relationships with all stakeholders. We require a strong administrator with a key eye for detail, able to maintain accurate records for attendance and punctuality.

Candidates should pay attention to the job description/person specification.

Bishop Challoner is a very successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and most recently, the Central Computing Hub. This is a measure of the high achievements of the school and its excellence in training and developing staff. This will allow exciting opportunities for any newly appointed members of staff.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. The successful applicant will be required to undertake an enhanced DBS check.

For an application pack please contact Lorraine Houldcroft, PA to Headteacher on 0121-444-4161 or visit our website www.bishopchalloner.org.uk/vacancies. Please note all applications have to be on the CES application form.

Email applications to Lorraine Houldcroft: recruitment@bishopchalloner.bham.sch.uk

Closing date for applications is **Friday 23rd September 2022, 10am**

JOB DESCRIPTION



Post: Attendance Officer
Reports to: Vice Principal

Purpose: To manage and maintain all records re attendance and punctuality of all year 7-11 students.

Main Duties:

1. Act as the first point of contact for all 7-11 parents/carers re absence.
2. Ensure that appropriate communication is had with staff re the attendance and punctuality of students.
3. Ensure that attendance is recorded correctly using SIMS and communicate details of attendance and punctuality on a daily basis with colleagues.
4. Follow up on any missing registration marks and missing/unacceptable reasons for absence.
5. Analyse attendance data, ensuring patterns of non-attendance are highlighted, referred and appropriate action recorded.
6. Liaise and provide reports, information as requested re attendance and punctuality to staff.
7. Undertake home visits to students/families where poor attendance and punctuality is a concern.
8. Develop innovative and new ways of encouraging families to make attendance and punctuality a top priority where it is not already.
9. Challenge unauthorised absence including the responsibility for home visits to investigate and challenge non-attendance.
10. Work with appropriate staff to develop action plans to improve attendance/punctuality with individual students.
11. Provide general administrative cover for 30 minutes each day in Reception.
12. Promoting the school's ethos and ensuring school policies are adhered to.

In addition:

1. To ensure all tasks are carried out with due regard to health and safety.
2. To undertake appropriate professional development if and when required.
3. To set an example of personal integrity and professionalism at all times.

Performance management: participate in the school's arrangements for performance management and professional development.

Notes

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The successful candidate will be required to undertake any other duties appropriate to the grade of the post as requested by the Principal

This job description is not a comprehensive definition of the post. It may be subject to modification or amendment.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

PERSON SPECIFICATION



Post- Attendance Officer

Qualities and Attributes	Essential	Desirable
Qualifications/Education		
GCSEs (or equivalent) in English and Maths at minimum grade C or Level 4	✓	
A levels or equivalent	✓	
Degree		✓
Support the Catholic ethos of the school	✓	
Knowledge/Experience		
Experience of working in a school/college environment		✓
Experience of working with adults and/or young people in a front facing role	✓	
Experience of working as part of a team	✓	
Experience of administrative and record keeping procedures with evidence of capability to work on own initiative	✓	
Knowledge of local authority attendance procedures		✓
Experience of dealing with challenging parents/carers		✓
A knowledge and understanding of Keeping Children Safe in Education		✓
Skills/Abilities		
Flexible approach to working	✓	
Ability to show patience and empathy	✓	
Approachable and supportive	✓	
Ability to prioritise own workload in a fast paced environment	✓	
Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers.	✓	
Strong organisational and time-management skills	✓	
Accuracy and attention to detail	✓	
Ability to problem solve and use initiative	✓	
Provide a good level of service to all stakeholders	✓	
Excellent IT skills including Microsoft Word, Outlook and Excel	✓	
Enthusiastic, highly motivated and keen to learn	✓	
Knowledge of SIMS		✓