



# ATTENDANCE MANAGER

ORMSKIRK SCHOOL



Dear Applicant,

Thank you for showing an interest in Ormskirk School, part of the Endeavour Learning Trust.

If you feel you share our values, have the vision, passion and drive to work in education and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

### Our School

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to fulfil their individual potential and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

Our Values:

- Truly Collaborative
  - We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of everyone in our Trust, our families and the communities we serve
- People Centered
  - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest
- Inclusive
  - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best
- Unique
  - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools
- Aspirational
  - We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential

Our commitment is to make Ormskirk School and Sixth Form College a place where everyone is proud to belong.

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Burnham  
Headteacher

## **Attendance Manager**

**Full time, Permanent, Term time only (plus two weeks)**

**Salary: £25,979 - £29,777 per annum**

**Pro Rata: £23,122.67 - £26,503.09 per annum**

Are you looking for a role where each day is different, filled with experiences that are both challenging, enjoyable and fulfilling? A role where you go home with a sense of reward and achievement? An opportunity has arisen at Ormskirk School to join our school as an Attendance Manager, supported by an Attendance Officer, to help improve the attendance across our school.

We are looking for a dedicated, proactive individual with a passion for working with children, who has a commitment to ensure that all children make the best possible progress in their academic, social and independent skills.

Why you?

- You are creative, flexible and kind in your approach to supporting children to achieve their best
- You demonstrate good communication skills and show commitment to working in a caring, supportive team
- You have a clear understanding of the importance of safeguarding

Why us?

- Join a positive, supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing services
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

### **ADDITIONAL DETAILS**

37 hours per week Monday to Thursday 8:30am – 4:30pm and Friday 8:30am – 4:00pm

This position is full time hours, permanent and term time only plus two weeks (inc inset days)

### **HOW TO APPLY**

Please complete our application form in full, and send to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) please include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Monday 19<sup>th</sup> February 2024

Interviews are to be held on Friday 23<sup>rd</sup> February 2024

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION



### Attendance Manager Ormskirk School

- To manage and oversee all aspects relating to our school attendance.
- To manage the attendance team and work in collaboration with the student services team
- To promote positive attitudes towards excellent school attendance by supporting students and parents
- To ensure that Ormskirk School adheres to the Education Authority obligations under all relevant legislation
- To support students and their families attending Ormskirk School to overcome barriers to success and increase engagement in education by promoting a whole school ethos of excellent attendance
- To maintain daily records in school and foster positive working relationships to improve attendance.
- To monitor attendance, be pro-active by implementing early intervention strategies to reduce the school Persistent Absence rate and increase whole school attendance percentage
- To directly support student to overcome barriers to learning in relation to non-attendance

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#### Main Activities

- To uphold the vision and ethos of Ormskirk School
- To supervise and support the Attendance Officer
- To oversee and contribute to the first day absence system by ensuring communications with parents are implemented in a timely and effective manner.
- To become an integral and proactive member of our student services team
- To help develop systems and strategies to improve attendance rates
- Collate information and maintain records of pupil attendance by monitoring trends and analysing data
- To build positive working relationships in order to promote excellent attendance
- Identify the needs and assess those students requiring extra support, develop and implement action plans to support intervention.
- To further raise aspirations within our school community whilst being aware of the vulnerable cohorts with a particular focus on Pupil Premium students
- To be responsible for ensuring that all registers are completed and saved in accordance with DfE guidance
- To ensure that all communication from parents is responded to and recorded accordingly.
- To monitor and follow up with outcomes for all unexplained absences.
- To monitor attendance and highlight patterns or issues (including lesson by lesson)
- To run weekly reports by year group and cohort, highlighting areas for concern
- To attend weekly meetings to proactively address poor attendees, set targets and agree strategies/actions for improvement
- Work closely with students and parents to identify and resolve attendance barriers prior to the student becoming a Persistent Absentee
- To hold meetings with parents, students and outside agencies to address poor attendance, set targets and agree strategies
- To oversee the collection and distribution of registers for fire drills

- To be responsible for organising a daily check of pupils at risk of truanting/persistent absenteeism
- Work closely with senior leader link and key personnel, to target attendance improvements and implement strategies that impact on improving attendance
- Ensure all registers are marked in line with the DfE guidelines, to provide accurate attendance figures
- Provide a point of contact for students/staff/parents to discuss issues/procedures and legal regulations relating to attendance in school
- Provide weekly and monthly attendance data for Leader assemblies and display boards
- Take responsibility for students who move to another or an alternative education setting, including checking their attendance at their new education provider and complete the off-rolling process.
- Working with Children Missing in Education team, Elective Home Education team and Lancashire County Council as appropriate.
- Attendance casework – Keeping accurate records following meeting and various methods of communication
- Co- ordinate the preparation of reports on attendance for Senior Leadership Team: ensure maintenance of accurate and factual records which could be used in legal interventions
- To be willing to work in a flexible way to carry out home visits to families /students and other visits including off site meetings
- Follow up and activate court proceedings for unauthorised leave of absence for students taking Holidays within term time
- Prepare paperwork evidence and information for legal intervention as per LA policy and guidelines
- Preparation and submissions of statements and evidence for court proceedings as and when required
- Monitor attendance of students following prosecution for non-attendance in line with LA guidance
- To provide administration support where required in the organisation
- To attend other schools within the Trust if required (mileage will be paid)
- To attend meetings after school hours if required for example Parents Evening etc.
- To attend staff training as appropriate
- To contribute to the duty rotas at unstructured times as required
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work
- To comply with the school's health and safety rules, reporting any health and safety concerns to the appropriate person
- To work within Ormskirk School policies and procedures to contribute to the provision of an effective environment for learning
- To uphold the Ormskirk School policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the Headteacher

## PERSON SPECIFICATION

	<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) Or Desirable (D)</b>	<b>Identified by: Application Form (AF), Interview (I), Test (T) or REF</b>
<b>QUALIFICATIONS</b>	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E	AF
	Full, clean driving license	E	AF
	First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
<b>EXPERIENCE</b>	Experience of working with children of secondary school age	E	AF
	Experience of working within an administrative or pastoral role within a school setting	E	AF
	Experience of using SIMs or similar data management system	E	AF
	Experience of using Microsoft Excel to create reports	E	AF
	Experience of working with external agencies relating to the welfare of children	E	AF
	The ability to lead a small group or team	E	AF/I/R
<b>SKILLS AND ATTRIBUTES</b>	Ability to form effective and appropriate working relationships/boundaries with young people, parents and the wider school community	E	AF/I/REF
	Knowledge and awareness of relevant legislation relating to school attendance	E	AF/I/REF
	Knowledge of the guidance set out in The Education (Pupil Registration) (England) Regulations 2006	E	AF/I/REF
	Ability to communicate effectively both written and verbal	E	AF/I/REF
	Ability to deal with difficult situations and remain professional during challenging situations		AF/I/REF
	Ability to prioritise conflicting demands and manage own workload effectively	E	AF/I/REF
	Efficient, meticulous and well organised	E	I/REF
	Knowledge of concept of confidentiality, standard office practices and procedures	E	AF/I
	First Aid Certificate, or willingness to train for one	E	AF/I
	Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I
	To visit parental/carers homes, schools, colleges or other settings as required.	E	AF/I/REF
	Ability to make effective use of ICT	E	AF/I/REF
	Flexible attitude to work	E	AF/I/REF
<b>OTHER</b>	Commitment to equality and diversity	E	I
	Commitment to health and safety	E	I
	Commitment to attendance and punctuality at work	E	I

	Commitment to safeguarding and protecting the welfare of children and young people	E	I
	Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
	Compliance and adherence to the document 'Guidance for Conduct'	E	I
	Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I