

VACANCY

Attendance & Behaviour Administrative Officer - Permanent

Start Date: As soon as possible following interview
Hours: 37 hours per week, 8.30 am – 4.15 pm
Closing Date: Monday 15th April 2024, 8.00 am
Interviews: Scheduled for Tuesday 23rd April 2024

Grade 5, points 6 – 11: Working Term Time Only + 1 week of INSETs
Pro rata salary range: £20,734 to £22,544 dependent upon experience.

An application form is required for this post together with a letter of application that outlines your skills and experience of no more than 2 sides of A4 in 12 pitch.

Please have a look at our video which will provide you with a snapshot of our school:

https://www.youtube.com/watch?v=kL5yjTJwG_8

JOB DESCRIPTION

Scope of Work – appropriate for this post:

Working as the Attendance & Behaviour Administration Officer, as part of the Attendance Team at Up Holland High School.

- Maintain, update and extract information from systems and databases and provide general administrative/clerical/support for the school.
- Producing management information and/or the provision of general advice and guidance to students, parents and staff or call for the use of higher level text processing/spreadsheet/IT skills that involves the use of a range of software packages.

Accountabilities/Responsibilities:

To promote and support high levels of attendance working under the supervision of the Attendance Manager and Director of Standards, carry out all duties allocated in an effective and timely manner.

1. Assist in monitoring/maintaining and updating manual and computerised records including, registers and SIMS/Synergy System.

2. To produce regular management information, including attendance data and assist in the production of reports for the senior leadership team.
3. Act as first point of contact regarding student absences.
4. Responsible for pursuing student absence with parents including recording and monitoring of absence and production of reports.
5. Responsible for initiation of appropriate legal action, including issuing of penalty notices L12.
6. To produce Local Authority Children Missing in Education Forms (CME1).
7. Responsible for liaising with appropriate staff regarding student removal from roll.
8. Attend appropriate meetings as necessary.
9. May be asked to assist in carrying out home visits, will need to have business insurance.
10. To help in monitoring first aid/medical room and provide first aid/medical assistance.
11. To assist on monitoring/maintaining and updating computerised records on behaviour management (Synergy) system including sending messages out to parents.
12. To lead in production of regular management information, including behaviour data and assist in the production of reports for the senior leadership team.
13. Be responsible for the production of behaviour notifications to the pastoral team from the behaviour system.

General

1. Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.
2. To work within school policies and procedures.
3. To contribute to the provision of an effective environment for learning.
4. To support the promotion of positive relationships with parents and outside agencies.
5. To attend skill training and participate in personal/performance development as required.
6. To take care for their own and other people's health and safety.
7. To be aware of the confidential nature of issues.
8. You must possess excellent interpersonal and communication skills; common sense and the ability to work smoothly and harmoniously with other members of staff.
9. You must be of smart appearance, be efficient, energetic and proactive.
10. You should be willing to cover for staff absence (including, on occasions, assist in providing cover in other Administrative areas).
11. You should be in possession of a First Aid qualification or show a willingness to be First Aid trained.
12. The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.
13. This position is school based.

Note: This job description may be amended to meet the future needs of the school.

Indicative knowledge, skills and experience

Experience of the following would be an advantage:

- Understanding of the nature of working within a school.
- Understanding of attendance regulations.
- Experience and working knowledge of SIMS.Net.
- You must be IT competent.

Please note:

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers.

In line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

Person Specification Form		
Post title: Attendance & Behaviour Admin Officer	Grade: 5	
Establishment: Up Holland High School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), task (T), or other (give details)
Qualifications GCSE Maths and English at Grade C or above NVQ level 3 in business administration (or equivalent) First Aid at Work Certificate	E D D	AF,I AF,I AF,I
Experience Experience of working in a school environment Experience of using SIMS packages Experience of customer service skills	E E D	AF/I/ AF/I/T AF/I
Knowledge, skills and abilities Excellent skills using Microsoft Office Excellent personal & communication skills High level of numerical & literacy skills High level of ICT skills Proven ability to work as a part of a team Excellent skills using SIMS/database systems An ability to work under pressure and meet deadlines An ability to plan, prioritise and implement tasks within a set timescale To act in a courteous and polite manner when dealing with students, staff, parents and outside agencies To work efficiently, take initiative and be adaptable to new changes First Aid trained The ability to maintain confidentiality.	E E E E E E E E E E E E	AF,I, T I AF,I, T AF,I, T AF,I AF,I, T AF,I AF,I, T AF,I AF,I AF, I I
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Flexibility to change working days to meet the needs of the school. 5. Enthusiastic and positive work ethic.	E E E E E	I I I I I

6. Welcoming, kind and caring. 7. Ability to interact well with children. 8. Hard working showing loyalty to the school.	E E E	I I I
Note: We will always consider your references before confirming a job offer in writing.		

School Priorities 2023-2025

- Developing a **culture of excellence** through high expectations of all staff and students
- Consistently delivering **high quality teaching** within a challenging curriculum
- Improving the **attitude to learning** and promoting the **resilience** of students
- Improving the **attendance** of students, particularly those that are persistently absent.

Vision Statement

We continually strive to:

- Provide outstanding educational standards and outcomes, driven by our Dedication to Excellence
- Develop the whole child, enhancing their character through our LORIC skills and core values
- Promote a culture of inclusion, equality, and diversity.