



Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS



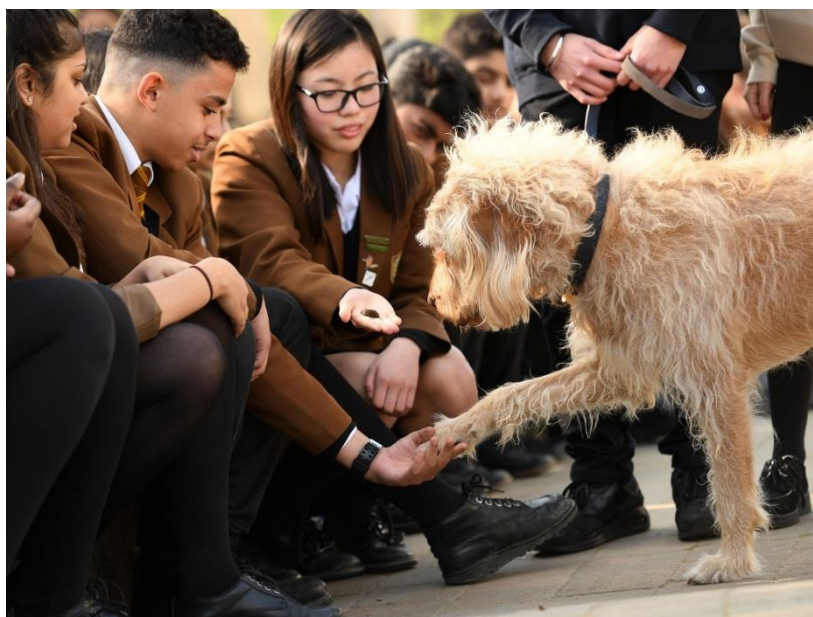
Education, training, skills and employment services on one campus to raise standards in education for ALL

Beal High School



Beacon Campus

School Attendance Officer



Thank you for expressing an interest in becoming a School Attendance Officer



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Beacon Campus

School Attendance Officer

**Salary Range - £17,961 - £24,510 (FTE)
(Depending on experience)**

36 hours - (hours to be covered, 8am-3.30pm)

Term time only

Required: ASAP

Closing Date: Friday 22nd June 2018

This is an outstanding school. "Exemplary behaviour, mutual respect and a highly inclusive culture are key contributory factors' (*Ofsted 2012*)

We are seeking to appoint an effective communicator, excellent listener, flexible worker and well organised member of the team that is committed to providing an outstanding attendance monitoring service as well as fulfilling administrative duties to support and enable the best possible attendance and learning environment for our students.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

An Enhanced DBS (with list checks) is required for this post.

Further information and an application form can be found at

www.beaconacademytrust.co.uk

Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.

Role Profile

Purpose of role

To work alongside key school staff and our data team to:

- Promote and support high levels of attendance
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers to promote high levels of attendance.

General duties and responsibilities

- Responsibility for the administration of student attendance within SIMS/Lesson Monitor
- Responsibility for compiling reports on student attendance.
- To work closely with the Education Welfare Advisory and support services (EWASS), Directors of Achievement and Progress (DAPs), senior leadership team and outside agencies to analyse data and compile and present reports on student attendance to promote and celebrate good attendance and the raising of standards.
- To work with groups of students to improve levels of attendance
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance record
- To follow School Policy of 'first day contact' within the school
- To check and remind any necessary staff to complete registers
- To ensure all unexplained absences are accounted for or send letter requesting an explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To monitor the attendance of vulnerable groups of students and liaise with Wellbeing/SEND department
- To produce reports for EWASS and copy to the relevant Assistant Headteacher
- To meet regularly with the Education Welfare Officer (EWASS) and Directors of Achievement and Progress, to exchange information and determine appropriate levels of intervention
- To input timely information i.e. exams, music trips, sporting events, absence reports etc and to keep Directors of Achievement and Progress and staff updated
- To follow Attendance policy and send out letters as required

Additional duties:

- Undertake reception duties, answering security entry/exit phone, receiving visitors, answering and directing general telephone and face to face enquiries, signing visitors/pupils/staff in and out.
- Ensure the efficient and effective management of the school's telephone switchboard.
- Assist with pupil first aid/welfare duties and train to be a First Aider as required.
- Liaise with other departments, for example HR, Caretakers and as well as the Cover and "On Call" team.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, diversity ensuring equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.
- Receive documentation for school trips/events, Parent Teacher Student Partnership (PTSP) events and the data team.
- Produce lists/information/data as required e.g. pupils data, reception information file, detention folder etc.
- Undertake administrative duties for a range of tasks.
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

Technical and Behavioural Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
1. NVQ 3 or equivalent qualification	D	A/I/R
2. Qualification at Level 2 (Grade C or above) in English, Maths and Science	E	A/I/R
Knowledge/Skills		
3. ICT skills and knowledge of other specialist equipment/resources.	E	A/I/R
4. Excellent customer service skills	E	A/I
5. Excellent time management and organisation skills	E	A/I
6. Able to work effectively in a team and contribute to its success	E	A/I/R
7. Good written English and effective communication skills	E	A/I
8. Ability to deal tactfully and confidently with telephone callers and visitors	E	A/I
9. Ability to remain calm, composed and flexible within a busy and demanding environment	E	A/I
10. Ability to undertake a wide range of clerical, administrative and general duties.	E	A/I
11. Accurate in recording details and make full use of the schools' computer systems	E	A/I
Attributes		
12. Reliable, respectful, responsible & conscientious approach	E	A/I/R
13. Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	A/I
14. Establish and maintain appropriate relationships	E	A/I/R
15. Integrity and confidentiality to be maintained at all times.	E	A/I/R
16. High level of initiative and ability to work independently	E	A/I/R