

# Belvidere School

## Candidate Information



## Attendance Officer



Crowmere Road  
Shrewsbury  
SY2 5LA  
Tel: 01743 235073

[www.belvidere.shropshire.sch.uk](http://www.belvidere.shropshire.sch.uk)



## Dear Applicant

Thank you for your interest in our vacancy for the post of Attendance Officer.

In this pack you will find the following information:

- Advertisement
- Information about the school
- Attendance Officer Job Description
- Attendance Officer Person Specification
- Information on how to apply

I hope that you will find this information useful in compiling your application, but should you wish to discuss the position further, please don't hesitate to contact me or Katherine Mills, Business Manager, at school. Visits to the school can also be arranged by contacting Katherine.

Belvidere is a fantastic school at which to work. In November 2013 we were graded "Outstanding" in every area by Ofsted and we are very proud of this judgement. It is particularly pertinent to note the comments Ofsted made about the exceptionally high staff morale at Belvidere, which we agree is a significant contributory factor to the success of the school in gaining such positive outcomes for our students.

Belvidere School is situated in the historic town of Shrewsbury, in the beautiful county of Shropshire, a short distance from the Welsh border, but with excellent motorway and rail links to the West Midlands and beyond.

Since January 2019, we have been part of the Central Shropshire Academy Trust, a

MAT which we have established with two local partner secondary schools.

More information about the school and additional documentation can be accessed via our school website at [www.belvidere.shropshire.sch.uk](http://www.belvidere.shropshire.sch.uk).

Once again, thank you for your interest, and I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, reading "Pete Johnstone".

Pete Johnstone

Headteacher

## Advertisement

**Required from March/April 2019**

### Attendance Officer

Grade 6 Points 18-21 (£9.78 to £10.65 per hour)  
37 hours per week, term time only.

We are seeking to appoint an enthusiastic and highly motivated individual to help raise achievement by maximising the attendance of students in our outstanding secondary school. You will be self-motivated, exceptionally well organised and a good team worker.

The successful candidate will take responsibility for the day to day systems and processes relating to student attendance. He/she will also be expected to produce reports on attendance data, providing these to senior staff as directed. Good IT skills will be necessary, along with the ability to learn how to use our attendance systems. Relevant qualifications to NVQ Level 3 are desirable along with excellent numeracy and literacy skills. The role requires the ability to work effectively with students and their parents/carers, along with school staff and other education professionals. Experience of working within a school setting is desirable but not essential.

The person appointed will join a committed and friendly Administrative Team managed by the Business Manager and will also work with the Assistant Headteacher (Pastoral) in supporting excellent attendance. The team is committed to ensuring high levels of support for the whole school.

Belvidere School is a successful, oversubscribed 11-16 comprehensive school in the county town of Shrewsbury. Exam results are excellent, and students make exceptional progress. In 2013 Ofsted rated the school as "Outstanding" in every area.

For further information, please visit the vacancies section of our website at [www.belvidere.shropshire.sch.uk](http://www.belvidere.shropshire.sch.uk)

Closing Date: Monday 25th February 2019

Belvidere School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

*“ Students in all year groups achieve exceptionally well and significantly above the national averages by the end of Key Stage 4 in a number of subjects, particularly in mathematics, science and humanities. This is as a result of outstanding teaching in these subjects. ”*

*Ofsted 2013*



Belvidere School serves the local community on the East side of Shrewsbury, County Town of Shropshire. We have a truly comprehensive intake, and almost all of our students walk to school. There are approximately 840 students on roll.

We are very much a school of choice with local parents, and the school has been oversubscribed for many years.

The behaviour and attitudes to learning of our students are two things of which we are very proud. Visitors to Belvidere School always comment on the warm, positive, friendly welcome, and the calm purposeful working atmosphere in the school. We believe this is essential in ensuring our students make the excellent progress that they achieve.

Staff turnover at Belvidere is traditionally very low – people like working here! In our inspection report of November 2013, inspectors agreed with us that this is an important factor in the success of the school:

*“Staff morale is high. All the responses to the staff questionnaire were positive. One teacher wrote, ‘The school is an extremely positive learning environment. Everyone*

*works hard to achieve the best possible for every pupil.’ A member of the support staff wrote, ‘I love my job, I feel valued and part of the team. The children are lovely.’”*

*Ofsted 2013*

We have a clear commitment to the continuing professional development of all staff. Throughout the year, teaching staff are invited to select from a variety of CPD sessions, closely linked with our Appraisal procedures, and the requests of individuals. This enables colleagues from different subject areas to work closely together on areas of identified need. We recognise that we have a range of experience and expertise within the staff and therefore the sessions are delivered by a variety of different people, sharing good practice throughout the school.

We are very proud of our school, and hope you will feel inspired to want to join our success story.



# Attendance Officer Job Description

## GENERAL INFORMATION

Under the guidance of senior staff, be responsible for undertaking administrative and organisational processes within the school. Provide central point of contact for staff, agencies, students and parents with regard to the management of attendance.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

### General

- Contribute to raising achievement by improving school attendance
- Provide attendance information to staff and relevant agencies to help meet the schools obligations and targets in relation to attendance especially persistent absence.
- Promote positive attitudes by students and families towards education and ensure that parents are made fully aware of their statutory responsibilities.
- Establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

### Attendance

- Deal with and record messages from parents and carers with regard to their attendance at school
- Deal with and record students attending school late monitoring this and alerting trends to the Assistant Headteacher and Head of House
- Ensure accurate registers are taken of all students and ensure processes are followed to determine location of missing students, visiting classrooms to confirm when necessary.
- Liaise and work with other members of EWS as well as other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations.

- Use IT systems to produce regular attendance reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- Acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs and raise concerns to the Pastoral Team
- Manage and prioritise own workload in line with service requirements.
- Work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.

### Administration

- Manage manual and computerised record/information systems
- Provide clerical support such as photocopying, filing, faxing, e-mailing
- Undertake word-processing and complex IT based tasks
- Provide administrative and organisational support to other staff
- Undertake administration of complex procedures
- Typing letters as requested
- Maintain the pupil database
- Operate relevant equipment/complex ICT packages
- Provide attendance advice and guidance to staff, pupils and others
- Other administrative tasks as directed by the Business Manager and other senior staff

### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Promote and ensure the health and safety of students, staff & visitors (in accordance with appropriate health

& safety legislation) at all times.

### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Promote and ensure the health and safety of students, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and performance development as required.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Any other duties that would reasonably be expected by the post holder.

# Person Specification

Attendance Officer			Assessed by		
	Essential	Desirable	Application	References	Interview
Qualifications	Good level of literacy and numeracy		✓		✓
	5 GCSE’s including grade C in English and Maths	NVQ Level 3 or equivalent	✓		✓
Experience	Experience of working on own initiative	Experience of working in an educational setting	✓	✓	✓
		An awareness of legislation linked to school attendance	✓		✓
	Proven track record of good time management and self organisation		✓	✓	✓
Knowledge and understanding	Knowledge of IT packages including databases	Experience of using schools databases such as SIMS	✓		✓
		Demonstrate an understanding of the importance of welfare and the protection of children	✓		✓
Skills & Abilities (relevant to post)	Ensuring data accuracy		✓		✓
	Ability to work with students, parents/ carers and external agencies		✓	✓	✓
	Good IT skills		✓	✓	✓
	Willingness to participate in training and development opportunities		✓	✓	✓
Personal Qualities	Good communication skills		✓	✓	✓
	Ability to relate well to children and adults		✓	✓	✓
	Ability to work as part of a team		✓	✓	✓
	Be flexible and reliable		✓	✓	✓
	Ability to maintain confidentiality and a commitment to safeguarding		✓	✓	✓

# How to Apply

Applications should be made on the official application form which can be found by [clicking here](#).

You may wish to support your application with a letter of no more than two sides of A4, in place of the Further Details section on the form

**Please note, we cannot accept CV's**

**Closing Date:** Monday 25th February 2019

**You can send your application via:**

**Email to:** [recruitment@belvidere.shropshire.sch.uk](mailto:recruitment@belvidere.shropshire.sch.uk)

**Post to:** Mrs K Mills, Belvidere School, Crowmere Road, Shrewsbury, Shropshire, SY2 5LA

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*“ Teaching is consistently good and frequently outstanding. In almost all lessons, teachers use their excellent subject knowledge to plan work that is challenging and gives students opportunities to work independently. ”*

*Ofsted 2013*

*“ Students’ behaviour around school and in lessons is excellent. They show high levels of respect for staff and each other. They have very positive attitudes to learning which are reinforced by the high expectations of staff. ”*

*Ofsted 2013*