****

**Attendance**

**Officer**



**‘Educating With Care to Succeed’**



Attendance Officer

Grade 13 (£16,274 per annum)

37 hours per week

(term time only plus 5 additional days)

#### THE YEOVIL AREA

Yeovil is a large market town set close to the Somerset/Dorset border. The countryside around Yeovil is breathtakingly beautiful, ranging from picturesque villages, open rolling pastures and dramatic hilly areas to the large towns of Taunton and Dorchester not far away. Buckler’s Mead Academy is situated on the edge of town, towards the Dorset border.

**THE ACADEMY**

Buckler’s Mead Academy is a caring, 11 – 16 community academy of approximately 800 students, where we all want the very best for every student and we constantly strive to improve.

**“You have supported me and taken an interest in everything I have done, my confidence has improved so much”**

This student quote encapsulates our belief in educating with care to enable students to succeed. At Buckler’s Mead we recognise young people develop at different rates, have differing hopes and ambitions and career paths. Here, young people are exposed to a wealth of opportunities both within and beyond the classroom in an academy that places a strong emphasis on the development of well-rounded individuals of whom the staff and parents can feel justifiably proud.

We are very clear that the gender, background, race, poverty, wealth or social status of a student should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of students. We have an excellent reputation for our inclusive work with EAL and SEND students.

Visitors often comment on the warm, friendly and positive relationships between staff and students and within the student body itself which are an immediately apparent hallmark of Buckler’s Mead. Our teachers have high expectations of themselves and of our students. Regardless of their ability, students are set challenging and ambitious targets for their academic progress. Over the past 5 years the quality of Teaching and Learning has risen at Buckler’s Mead. We also have high expectations in relation to attendance, punctuality, uniform and behaviour, so everyone has the opportunity to succeed. Our academy environment is positive, engaging, supportive and purposeful.

Ofsted visited us in June 2018 and we were delighted to receive a ‘Good’ judgment.

**Some key points from the report:**

* *Pupils feel safe and cared for well.*
* *The school has an inclusive ethos.*
* *The school is always looking to improve the outcomes for pupils.*
* *The school has a friendly atmosphere.*
* *Pupils are supported well and making good progress.*

For further details please read the report on our website: [www.bucklersmead.com](http://www.bucklersmead.com)

THE POST

This is a crucial role within the academy. The Attendance Officer is responsible for operating a variety of internal systems and processes to manage student attendance across the academy. This includes using IT systems to record and check student daily attendance and responding positively and empathetically with a range of staff, parents, students and other stakeholders about attendance matters. The successful candidate will also be required to produce reports on a regular basis and carry out any other administrative tasks linked to attendance.

**WHO ARE WE LOOKING FOR?**

The successful candidate will be flexible and adaptable to the differing and complex aspects of this crucial and busy role. The successful candidate will require the following:

* Knowledge of procedures for a range of administrative activities, including experience of IT packages, plus operational experience of administrative systems. A knowledge of SIMS would be advantageous but not essential, as full training will be provided.
* Good written and verbal communication skills and the ability to provide information and guidance to colleagues and stakeholders within defined guidelines.
* The ability to establish and maintain effective and constructive relationships with students, parents/guardians, communicating with them as appropriate, to share information and inform them of academy business through daily contacts and written communications.
* Able to perform other administrative duties as required, including dealing with visitors using courtesy and tact.

**THE APPLICATION AND SELECTION PROCESS**

## The accompanying Job Description gives further information about the knowledge, skills, experience and attributes, which the successful candidates will possess.

Applicants should apply using the Buckler’s Mead Academy application form along with a letter of application, not exceeding two sides of A4, giving details of their interest and suitability for this post. Please send your completed application to Mr Mark Lawrence, Acting Headteacher.

Closing date: **12.00 noon on** **MONDAY 11 NOVEMBER 2019.**

Interviews**: week beginning 18 NOVEMBER 2019.**

|  |
| --- |
| Buckler’s Mead Academy is committed to safeguarding and promoting the welfare of children in line with the DfE guidelines “Safeguarding Children: Safer Recruitment and Selection in Education Settings”. Please read the enclosure relating to our policy in line with Somerset County Council procedures.  The Academy has a policy commitment to equal opportunities in employment and seeks to ensure no employee or applicant receives less favourable treatment than another. The academy welcomes applications from as wide a range of candidates as possible. All posts are filled on merit. |

#### logoBuckler’s Mead Academy

**JOB DESCRIPTION**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Establishment:** | Buckler’s Mead Academy |
| **Job Title:** | Attendance Officer |
| **Job Grade:** | Grade 13 |
| **Reports To:** | Assistant Head |
| **Main Purpose of Job*:*** | |
| To administer the electronic attendance system and to provide academy attendance data. | |
| **Main Responsibilities and Duties:** | |
| * Administer a daily attendance and punctuality check each morning and contact home if students are not in the academy. * Communicate growing concerns and be responsible for making referrals for attendance concerns to the Education Welfare Officer to initiate further action. * To chair meetings with parents/ carers of students with significant attendance issues. * To monitor parenting contract agreements and to keep all stakeholders informed of the progress of these. * Liaise with Heads of Year, Assistant Heads (KS3 & KS4) and Form Tutors about concerns they may have about poor attendance and punctuality and working with the other colleagues/teams to follow these students up to ensure that they are not underachieving in any way. * Make and maintain contacts with parents/carers of students causing concern and work together to put strategies into place to encourage students to improve attendance and punctuality. * Produce attendance reports and follow up unauthorised absences as required. * Produce a summary of attendance data for the Head of Year and other senior colleagues as required. * Administer all the necessary ICT administration, maintenance and report generation of the electronic attendance system (SIMS). * Administer the ‘School Comms’ messaging facility as required. * When required, to attend Parents’ Evenings, to support and promote excellent student attendance and punctuality. * To hold regular meetings with the Education Welfare Officer to review academy data. * To monitor and act upon attendance issues within key cohorts of students including Pupil Premium and Children Looked After. * To manage all administrative tasks within attendance systems and processes in accordance with the academy policy. * To produce accurate legal documentation for court cases related to attendance and to attend court for questioning when required. | |
| **Physical Effort and Working Conditions:** | |
| * Daily use of IT equipment is essential, sometimes for prolonged periods. * Could work through lunchtime as this is a time when teachers and students are free. * Working in the pastoral office, constant interruptions from students, staff, internal and external telephone calls. * The post may require home visits and attendance at Child in Need Meetings (CP). | |
| **Knowledge, Skills and Experience:** | |
| * Knowledge of SIMS modules/other software in order to produce data/statistics requested by members of staff, including Leadership Team, and to assist the operators of individual modules. * Knowledge of the Government’s attendance regulations, including changes of policy. * Ability and resilience to work with a range of parents/carers, particularly those in challenging circumstances, where difficult messages need to be communicated. | |
| **Additional Information:** | |
| * The academy reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. * All staff are responsible for promoting and safeguarding the safety and welfare of children and young people. * All duties and responsibilities must be carried out with due regard to the academy’s Health and Safety Policy. * Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines. * The academy has an outstanding record of support and development of its staff and the successful candidate is guaranteed excellent support through our CPD structure. The post is subject to a 6 month probationary period.   To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job/as deemed necessary by the Line Manager, Business Manager or Headteacher. | |
| **Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:  Job Holder: …………………………………………………………. Date: …………………  Line Manager: ……………………………………………………… Date: …………………  Designated Senior Manager: …………………………………….. Date: ………………… | |

Updated May 2019