



**FULLHURST**  
COMMUNITY COLLEGE

EST 1991



# Attendance and Safeguarding Administrator **INFORMATION PACK**

Transforming Lives

[www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk)

# FULLHURST COMMUNITY COLLEGE

## Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

### WE LISTEN TO OUR STAFF

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

### WE VALUE OUR STAFF

We have an active group of staff who form our Wellbeing Committee who work to ensure that effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. "Staff value the support they receive from senior leaders as well as the focus on their well-being." *Ofsted January 2018.*



### WHAT WE CAN OFFER YOU:

- A comprehensive induction process, with all new teaching staff offered a mentor
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen
- Free EV charging
- Vectis discount card - an easy way to save in store on shopping, eating out and much more
- Annual flu jab - to protect against those winter germs
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff

# FULLHURST COMMUNITY COLLEGE

## What staff have to say about



“When I joined Fullhurst I was immediately impressed by the supportive nature of the staff and the desire that all staff share to make a difference to the students who attend the college. This has not changed in the time I have been at Fullhurst. I have had the privilege of leading on Teaching and Learning over the past few years, and have seen the college go from strength to strength in that time and know that we all share a desire to enable students to achieve the best possible outcomes that they can during their time with us. Fullhurst is a great place to work.”

**Mrs C Bailey** *Executive Headteacher*

“Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here six years later. I am proud to be part of the team as the college expands and very excited to see what happens in the future.”

**Mr T Jones** *Phase Leader for Communications*

“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

**Miss T Marlow** *Science Technician*



# FULLHURST COMMUNITY COLLEGE

## What staff have to say about



"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

**Miss M Bird**, *PE Teacher and Year 7 Standards Leader*

"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community".

**Mr S Willcock**, *Senior Deputy Headteacher*



"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals fall in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background has the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

**Mrs V Adeniyi**, *Associate Assistant Headteacher*

# FULLHURST COMMUNITY COLLEGE

## Recruitment Advertisement



Post title: Attendance and Safeguarding Administrator

Salary: Actual starting salary is £25,584 per annum, Grade 4 Points 7 – 10

Contract type: Full time and permanent

Hours: 37 hours per week (8.00am to 4.00pm Mon – Thurs, 8.00am to 3.30pm Fri, with 30 min lunch)

Responsible to: Attendance and Safeguarding Manager and Senior Deputy Headteacher

### **We are seeking an Attendance and Safeguarding Administrator to join our experienced and successful Attendance and Safeguarding departments**

Fullhurst Community College is an over-subscribed and multi-award-winning secondary school for 11-16-year-olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, including the application form are available from our website [www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk) or by emailing [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

A cover letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to the Executive Headteacher, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)



#### **Safeguarding Statement:**

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

# Fullhurst Community College

## Job Description



**Post Title:** Attendance and Safeguarding Administrator

**Salary:** Actual starting salary is £25,584 per annum, Grade 4 Points 7 – 10

**Contract Type:** Permanent, 39 weeks per year (38 weeks term time plus 5 inset days)

**Hours:** 37 hours per week (Mon–Thu 8.00am-4.00pm with 30min lunch, Fri 8.00am-3.30pm with 30min lunch)

**Responsible to:** Attendance & Safeguarding Manager and Senior Deputy Headteacher

**Core Purpose of the Post:** To provide comprehensive administrative support for promoting the ethos of good attendance and managing the college's Safeguarding and Child Protection Procedures and Policies.

### Specific Responsibilities of the Role:

- Provide effective and consistent administrative support to the Attendance and Safeguarding Teams in delivering the Attendance and Safeguarding Strategy.
- Efficiently and effectively monitor and record student attendance.
- Produce, send out, and respond to relevant attendance communications with parents.
- Ensure that allocated administrative and clerical records and systems regarding attendance and safeguarding are maintained accurately and kept up to date.
- Work with the Safeguarding Officer to administer CPOMS for the whole school and support the effective use of CPOMS by all staff.
- Support the monitoring and administration of exclusions, bullying, HSB, homophobic, and racist incidents ensuring action taken is logged on CPOMS/SIMS.
- Provide straightforward statistics and management reports as requested for attendance and safeguarding.
- Ensure all safeguarding matters are dealt with the highest level of confidentiality and adhere to all GDPR requirements.
- Comply with the appropriate Government, Local Authority (LA), and the College's policies, procedures, and systems.
- Follow the requisite procedures and legislation regarding confidential information.
- Be proactive in the implementation of all college policies and procedures including equal opportunities policy, health and safety regulations, and safeguarding children in education - child protection policy.

### Job Tasks:

- Receive attendance calls, and accurately update notes on the attendance log, and enter absence or late marks as required.
- Respond to attendance messages through email or the school app.
- Ensure registers are taken accurately and timely, and carry out lesson checks for any anomalies in attendance marks (to include those for extra curricular activities).

- Provide effective administrative support for the Safeguarding Team for the school, maintaining accurate and confidential records of students on the Child Protection register, and making Child Protection referrals.
- Administer effectively the priority call / RAB / child in need and vulnerable students lists and send to appropriate staff for follow-up.
- Administer intervention logs for each year group to assist pastoral teams and SEND/Learning Centre.
- Support the Safeguarding Officer in the administration of all Year 7 files and ensure all Year 11 files are passed on to the relevant college/provider securely at the end of each academic year.
- Provide effective administrative support in ensuring that all safeguarding files and records are up to date for audit at the end of each academic year.
- Provide administration support for all exclusions within the school and keep the LA informed of all exclusions via AnyComms.
- Ensure that all forms received are complete, accurate, and processed correctly.
- Use SIMS to retrieve pupil data, timetable, registers, etc.

#### **Other Responsibilities:**

- Update and maintain any relevant filing, clerical, or computerised record systems, databases, spreadsheets, etc.
- Support both visitor and student reception as requested by the Attendance Manager.
- Provide general administrative and clerical support to other staff in the college, including taking minutes and distributing notes for professional meetings.
- Be proactive in challenging poor behavior during lessons and at break and lunchtime in line with the college behavior policy.
- Keep up to date with the relevant guidelines, procedures, forms, etc., used in the college.
- Contribute to the overall ethos/work/aims of the college.
- Undertake duties and tasks related to the above deemed reasonable by the Executive Headteacher, SLT, and Director of Resources.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

# Fullhurst Community College

## Person Specification



**Post title:** Attendance and Safeguarding Administrator

**Salary:** Actual starting salary is £25,584 per annum, Grade 4 Points 7 – 10

**Contract type:** Full time and permanent

**Hours:** 37 hours per week (8.00am to 4.00pm Mon – Thurs, 8.00am to 3.30pm Fri, with 30 min lunch)

**Responsible to:** Attendance and Safeguarding Manager and Senior Deputy Headteacher

Training and education	Essential (E) / Desirable (D)
A-C grade in GCSE or equivalent in Maths and English	E
Degree level or equivalent	D
Relevant IT skills and experience	E
Excellent working knowledge of using Word, Excel and Database.	E
Hold a first aid qualification or be willing to be first aid trained.	E
Experience and knowledge	
At least 2 years working in an office environment.	E
Experience of working in an educational environment.	D
Experience of developing admin systems and procedures.	E
Use of Schools Information Management System (SIMS).	D
Experience of managing staff.	D
Experience of working effectively in a role demanding good organisational skills.	E
Working knowledge of the Data Protection Law.	E
Knowledge of Health and Safety at Work Act and the implementation.	E
Knowledge of good practice, policies and procedures in schools / colleges including Safeguarding and Child Protection.	D
Qualities and skills	
Attention to detail.	E
Ability to multi-task and prioritise work effectively under pressure.	E
Ability to prioritise and delegate and manage the work of the Attendance Team, identify training and development needs and fulfil these where possible.	E
Ability to effectively communicate with people at all levels.	E
Good communication skills both written and verbal.	E
Self-motivated and able to work on own and as part of a team.	E
A professional approach to the role with a positive attitude to professional development.	E
Ability to meet deadlines	E

Equal opportunities	
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E
Other conditions	
An appreciation of the need for honesty and confidentiality.	E
Able and willing to attend / achieve further training / qualifications where appropriate and train other staff.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E

