



# **Uckfield College**

## **Support Staff Recruitment Information Booklet**

**Attendance Officer**

# Contents

Welcome letter from the Principal	2
About Uckfield College	3
Uckfield College Vision and Ethos	4
Our Staff	4
Advert for Attendance Officer	5
Job Description for Attendance Officer	6-8
Person Specification for Attendance Officer	9-10
The Application and Appointment Arrangements	11



Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: [www.uckfield.college](http://www.uckfield.college). If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry  
Principal



## About our College

In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

- "Teachers make better use of assessment information to plan work that meets the needs of all pupils."
- "Teachers make good use of technology available."
- "Teachers have worked collaboratively... to increase the level of challenge for pupils."
- "Teachers... ensure a consistent approach to feedback."
- "Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."
- "Pupils feel that their teachers listen to them in lessons and that they are well challenged."
- "Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

- "Pupils are typically very well behaved."
- "Pupils are friendly, polite and there is a harmonious atmosphere in the school."
- "Pupils say that homework tasks extend their current learning and provide additional challenge."
- "Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.





## Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



## Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



# Attendance Officer

<b>Scale</b>	Single Status Grade 5
<b>Salary</b>	£19,171 to £19,554 (pro rata) per annum Actual salary equates to £13,475 to £13,744 per annum
<b>Hours</b>	30 hours per week, 40 weeks per year
<b>Commencement</b>	As soon as possible
<b>Contract</b>	Permanent

We are looking to appoint an Attendance Administrator who is efficient and student focused to support the College Attendance Policy through the administration of registration processes, following up and investigating absences, and working closely alongside pastoral staff, students and parents/carers. Full training will be given

## The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 24th June 2019 at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our HR Department on 01825 764844 extension 1232 or email [hr@uckfield.college](mailto:hr@uckfield.college).

## The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Tour of the College
- Safeguarding Interview
- Panel Interview

East Sussex County Council is an authority 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 for this authority.



# Job Description

**Job Title:** Attendance Officer  
**Responsible To:** Assistant Head: Curriculum Modelling and Data

## **Main Purpose of the Job**

- To promote a positive attendance and punctuality culture in support of the college improvement. To be proactive in identifying and intervening with issues and concerns.
- To communicate effectively with all those involved in the attendance process, ensuring that students, parents and staff are fully conversant with the processes and legal requirements.
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

## **Job Dimensions**

- Students: accountable for the efficient running of attendance processes and provision of student data across the College
- Staff: to work with and liaise with all staff and agencies as appropriate;
- Resources: management of resources required for attendance

## **Key Accountabilities**

### **Strategic Direction and Development**

- To support the College Attendance Policy through the administration of registration processes, following up and investigating absences.
- To work closely alongside pastoral staff in intervention work with students and parents/carers.
- To generate and display targets, charts and statistics to motivate students.
- To praise students with good attendance by issuing improved attendance rewards.
- To work with Pastoral Leaders/Mentors in setting attendance targets for individual students and groups of students, ensuring that targets are challenging, achievable and recorded in an Attendance Plan.
- To be responsible for maintaining and updating the electronic registration system in accordance with the guidelines set out in the DfE document 'Advice on School Attendance' and the current College Attendance Policy.
- To check that all statutory am and pm registers have been taken and to enter onto the system any manual registers.
- To ensure that parents and staff are alerted to attendance issues promptly with a view to improving student attendance records.
- To follow up significant attendance issues with relevant staff.
- Identifying students or groups of students for specific monitoring.
- To keep a comprehensive record of persistent absence and unauthorised absences and the action taken, identifying students or groups of students for specific monitoring and enabling the legal process.
- To keep an up to date record of requests for unauthorised absence, and referrals to the ESBAS.
- To support and advise identified students in terms of their attendance and to mentor target groups of students.
- To liaise with First Aid and the safeguarding team regarding attendance concerns.
- To set up User defined groups for the academic year (annually).
- To issue attendance letters and Fixed Penalty Notices at the request of Pastoral Staff.
- To maintain the attendance tracking spreadsheet by adding dates to columns where letters have been sent.
- To monitor parent use of Edulink to notify the college of absence and ensure all parents use this system though appropriate challenge and support resources.
- Check for missing marks and unexplained absences (priority is AM/PM registration sessions).
- Record and code requests for absence authorised/unauthorised (giving information to Mentors and House Leaders if there are causes for concern).
- To produce reports and statistics for the College Strategic Leadership Team, Pastoral Staff and ESCC Children's Services Authority as required.
- To monitor staff use of the electronic registration system and report to the Leadership Team repeated omissions, and to ICT Support Staff any technical problems.
- To support the training of new staff in using the electronic registration system.





- To work with the Leadership Team and Pastoral Staff to improve attendance throughout the College and to meet or exceed annual attendance targets.
- To provide registers following am and pm registration for use in the event of a fire or emergency.
- To be aware of and contribute towards achieving the College Priorities as identified in the College Development Plan.
- To provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.
- To undertake roles and responsibilities of Clerical Assistant: Data and Assessment Team as and when required.
- To observe Health & Safety regulations at all times.

### **Communication**

- To report any difficulties to the Assistant Head (Curriculum Modelling and Data) and senior colleagues as appropriate regarding issues concerning attendance.

### **Quality Assurance**

- To follow the HR protocols when guiding students.

### **Staff Development**

- To take part in training activities offered by the College and external agencies as identified through Performance Management and/or to support identified pastoral strategy e.g. anger management training.

### **Other Professional Requirements**

- To undertake First Aid training and act as a First Aider;
- To adhere to the standards, values, ethos and policies relevant to the aspirations of the College including working flexibly.
- To promote positive student behaviour in line with College policies.
- To be aware of and contribute towards achieving the College priorities as identified in the College Development Plan;
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with 'Keeping Children Safe in Education'.
- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
- To observe Health & Safety regulations at all times.
- To follow the high reliability protocols of the College.
- To operate at all times within the stated policies and practices of the College;
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct;
- To take responsibility for own professional development and duties in relation to College policies and practices.

**In order to fulfil the above responsibilities, the Attendance Officer will need to produce regular data to track attendance patterns, identify targets for improvement and work closely as a team with all staff responsible for attendance.**

**The following key attendance data will be provided for Year Group Leaders:**

Weekly attendance by:

- Mentor Group
- Year Group
- Sessions missed

Students whose attendance falls within the following bands;

- ≤ 95%
- ≤ 90%
- ≤ 80%
- Lates
- The attendance of key vulnerable groups (Inclusion)
- Persistent Absence rates
- Patterns of absence (broken weeks)





**In addition to the above data the Deputy Principal will also be provided with the following information:**

- Year Group data (weekly).
- Comparative data from the previous two years to show a three year trend at the end of each term.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

*Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.*



# Person Specification

## Attendance Officer

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Grade 'C' or equivalent in English and Mathematics.</li> <li>To hold, or be prepared to undertake First Aid at Work qualification.</li> </ul>	<ul style="list-style-type: none"> <li>A secretarial qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of undertaking a range of clerical and administrative duties, including data input.</li> <li>Experience of producing documents to a high standard.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of a range of computer applications including Word and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>A good knowledge of the work in a school</li> <li>Knowledge of SIMS.</li> <li>Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities.</li> <li>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to communicate with a range of audiences including other employees within the College; Governors, students and parents.</li> <li>Ability to demonstrate developed interpersonal skills and communication skills.</li> <li>Ability to organise own workload and demonstrate initiative.</li> <li>Ability to respond proactively to unexpected problems and situations.</li> <li>Ability to develop efficient record keeping systems.</li> <li>Ability to produce accurate and up-to-date records and reports as required.</li> <li>Ability to identify work priorities and manage own workload to meet deadlines, whilst ensuring that lower level priority work is kept up to date.</li> <li>Ability to show sensitivity and objectivity in dealing with confidential issues.</li> <li>Ability to demonstrate active listening skills.</li> <li>Ability to work effectively and supportively as a member of the College team.</li> <li>Ability to work within and apply all College policies, e.g. Behaviour Management, Child Protection, Health &amp; Safety, Equal Opportunities, etc.</li> </ul>	



<b>Personal</b>	<ul style="list-style-type: none"> <li>· Willingness to participate in further training and developmental opportunities offered by the College and county, to further knowledge.</li> <li>· Displays commitment to the protection and Safeguarding of children and young people.</li> <li>· Ability to demonstrate commitment to Equal Opportunities.</li> <li>· Willingness to maintain confidentiality on all College matters.</li> </ul>	
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# The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to the HR Department at Uckfield College, [hr@uckfield.college](mailto:hr@uckfield.college). Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 24th June 2019 at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible after this date. The selection process will include formal interviews and skills assessment tasks. There will also be an opportunity to view the college.

If you require any further information please contact HR at Uckfield College on 01825 764844, extension 1232 or email [hr@uckfield.college](mailto:hr@uckfield.college). Alternatively you may contact Toni Fletcher, PA to the Principal, email [t.fletcher@uckfield.college](mailto:t.fletcher@uckfield.college).





# Uckfield College

## *Love Learning for Life*



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