



Mill Hill

Instilling values, inspiring minds
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Belmont

Attendance Officer Candidate Information Pack



INTRODUCTION

The Attendance Officer will provide and manage an efficient and effective attendance administration system, providing advice to the Office Manager, Pastoral Team and SMT in accordance with agreed Foundation policies and procedures ensuring compliance with all relevant legislation.

Closing Date: 9am on Wednesday 21 April 2021

Key facts about this role:

Contract type

PERMANENT,
TERM TIME PLUS 20 DAYS
JOB SHARE WILL BE CONSIDERED

Reporting to

OFFICE MANAGER

Salary

£27,000

Hours

8am - 5pm

Pension

CONTRIBUTORY
STAKEHOLDER PENSION
SCHEME

THE SCHOOL

Belmont

Belmont is the co-educational preparatory day school to Mill Hill and one of four schools that comprise the Mill Hill School Foundation. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 550 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 95% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

The Mill Hill Foundation places the safeguarding of all pupils as a fundamental priority.

Further details about the School can be found on the website at: millhill.org.uk/prep

The Mill Hill School Foundation Ethos The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instill a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



JOB DESCRIPTION

Main Duties & Responsibility:

- > To be responsible, in conjunction, with the Office Manager and Deputy Head (Pastoral), for ensuring that the School's attendance procedures are in line with national statutory guidance.
- > To manage the registration process by ensuring all registers are completed and no missing marks or unexplained absences remain.
- > To be responsible for compiling the absentee list each morning, telephoning parents when children are absent without explanation; compilation of absentee returns/statistics when required by the Headmaster.
- > Locate staff and pupils as required.
- > Ensuring Fire Drill administration is always kept up to date.
- > To be responsible for monitoring and managing an accurate system for pupils signing in and out of School.
- > To be responsible for liaising with relevant staff members to ensure the timely input of information i.e. sporting events, trips, religious holidays, learning appointments, exams, etc, and to keep key staff updated.
- > Compile the daily Registers for Late Room, Bus and Sibling Supervision.
- > Ensure bus user details are kept up to date
- > Maintain online registers and class lists

General Duties and Responsibilities

- > Update pupil data on iSAMS, including checking the accuracy of data entered for new pupils.
- > Responsible for the filing of pupil documentation and preparing new student files at the beginning of the academic year.
- > Handling telephone enquiries efficiently and courteously.
- > Monitoring the School Office inbox and dealing with enquiries relating to registration, buses, late room and sibling supervision.
- > Dealing with parental enquiries in a polite and efficient manner and/or passing on to the most appropriate person to help.
- > Maintain an efficient system in the registration archives.
- > Check the answerphone daily and action any messages left on it.
- > To assist in the preparation of documents for the beginning of the next term.
- > Covering the Reception area if the Receptionists are unavailable.
- > To promote a positive image of the school to all staff, parents, and visitors both internally and externally.
- > Display appropriate conduct, behaviour, and communication skills, displaying a professional but friendly manner, when dealing with pupils, parents, and other members of staff, including a commitment to equal opportunities.
- > To create letters and documents as directed.
- > To assist with producing reports and contact lists from the School Database.
- > Participate in training and development activities and programmes and attend and participate in meetings as required.
- > Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of child protection; Health, safety and security; confidentiality, and Data Protection.
- > Perform any other duties as requested by the Office Manager as commensurate with the post.
- > To assist in ensuring that the School Office is kept tidy, organised and in good order adhering to health and safety guidelines always.



PERSON SPECIFICATION

Qualifications and Knowledge

- > Have a broad education that includes a minimum of five GCSE's including Maths and English Language (or equivalent). Previous experience of working in a busy school office environment an advantage.
- > Possess excellent IT skills and experience of organising and managing administrative and organisational systems.
- > Proficient in the use of Office computer software, including word-processing, spreadsheets, database, and internet systems.
- > Previous experience of managing Attendance and Registration (desirable).
- > Experience in working towards targets and deadlines.
- > Experience in working in a fast-paced environment.

Skills, Abilities and Attributes

- > Excellent administrative and organisation skills; with good attention to detail and the ability to use initiative and prioritise workload without constant supervision.
- > Demonstrate a co-operative, reliable, customer focused "can do" attitude with excellent communication skills both on the telephone and in person that allows effective communication and understanding at all levels.
- > Show initiative, drive, and commitment to ongoing improvement.
- > Ability to build and form working relationships with pupils, parents, and staff, and to be able to work well as a member of a team, to be flexible and adaptable.
- > Demonstrate attributes of discretion, tact and diplomacy and maintain a high level of confidentiality.
- > Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges. Be able to work under pressure and meet deadlines whilst producing work that is accurate.
- > To dress and conduct oneself professionally.
- > Have a friendly, calm and professional approach, particularly when multi-tasking under pressure.
- > Be punctual, reliable and trustworthy.
- > To demonstrate confidence, enthusiasm, flexibility, and responsiveness to change and have a sense of humour.



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9am on Wednesday 21 April 2021**.

3

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted and will be required to teach a lesson and provide evidence of their identity at interview.

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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