



Attendance Officer

Salary: S4 - S18 + Inner London weighting dependent on experience
Location: Hackney, London
Hours of work: 35 hours per week
Contract type: Permanent, term-time + 3 weeks commencing immediately
Closing date: 8th May 2018

Hackney New School is a Free School with a Music specialism, which opened in September 2013. Our core vision is to provide students with access to the widest range of opportunities in life by fostering academic excellence and instilling self-belief, intellectual curiosity and responsibility towards others in society. Everyone at HNS shares the belief that an outstanding education can be provided to children from a wide range of backgrounds if they are being challenged in all aspects of their academic and personal development. Our successful Ofsted inspection, after only 5 terms, is testament to our current success. We now need additional outstanding staff to continue to develop our school. In September 2015 we moved into our exciting new purpose-built buildings on the Kingsland canal basin, which are conveniently situated for public transport next to Haggerston Overground station and well served by bus routes. Our primary school will move into adjoining premises in 2019.

You will be committed to ensuring every student is supported and challenged to reach their potential, which includes attending school 100% of the time. You are an enthusiastic, determined individual who will challenge and support students and parents to arrive punctually at school every day. You have the vision, drive and interpersonal skills to motivate students and you are keen to make a real and significant difference to the students in our school. Experience of using Arbor would be an advantage.

The successful candidate will benefit from working in a supportive environment with excellent career progression opportunities as the school continues to grow.

If you want to know more, please visit our website (hackneynewschool.org). Prospective candidates are also encouraged to contact us via email at:

maryli@hackneynewschool.org (Mary Li, Headmistress)

Alternatively, candidates can contact the school office on 020 7617 7181. Application forms should be submitted online through TES or emailed, using reference number **09/18**, to:

recruitment@hackneynewschool.org.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Job Description

Purpose of Job:

The Attendance Officer will work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

It is important to: ·

- Promote and support high levels of attendance, to support students in achieving to their full potential
- Promote a positive attendance and punctuality culture

Accountability

- Responsibility for the administration of student attendance within Arbor
- Responsibility for compiling reports on student attendance
- To work closely with tutors, Heads of Year, senior leadership team and outside agencies to analyse data and compile and present reports on student attendance to promote and celebrate good attendance and the raising of standards
- Responsibility for obtaining explanations for unexplained student absences in conjunction with tutors, Heads of Year and parents/carers
- Responsible for producing the daily fire register
- To contact parents/carers of vulnerable students on the first day contact list on a daily basis to advise them of the student's absence
- To contact parents/carers of students absent from school and, where necessary, educate them about the importance of attendance
- Responsibility for ensuring accurate contact details are retained
- To complete the DfE annual attendance returns, providing accurate information for the school census and school audit
- To provide support for staff with operational issues in the use of Arbor systems
- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of the service
- Persistently challenge low pupil attendance within school and individual classes
- Manage the daily registration process
- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school
- To meet regularly with the EWO regarding student attendance
- To visit parents and students in their homes to encourage improved attendance
- To coordinate and organise specific intervention and support around individual students and groups, with various levels of need, liaising with all who are or could be in contact with students.
- Ensure that student information is logged and/or filed efficiently.

Communication

- To handle telephone calls with confidence, using initiative as required
- To liaise with curriculum areas and individual teachers
- To liaise with Line Manager and SLT
- To produce regular reports and reports on demand
- To participate in meetings as appropriate
- To further develop ways of improving systems and procedures

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headmistress.

Staff at Hackney New School are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

Person Specification: Attendance Officer

	Essential	Desirable	Identified
Education/Training			
GCSE Maths and English at grade C or equivalent	✓		F
Relevant Experience			
Experience of working in a school environment is required, with knowledge of school data systems and attendance	✓		SS,I,R
Punctuality, reliability and ability to maintain a high level of confidentiality is essential	✓		SS,I,R
Ability to communicate positively and effectively at all levels with excellent written and spoken English	✓		SS,I,R
Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail and remaining 100% focused	✓		SS,I,R
Ability to be an effective team member using initiative, being proactive and having a flexible approach to work	✓		F
First Aid at work qualification or be willing to undertake training	✓		SS,I, R
Relevant Skills/Aptitudes and Knowledge			
Excellent written and oral skills	✓		F,SS,I,R
Excellent interpersonal skills	✓		I,R
Excellent organisational skills	✓		I,R
Presence – the ability to earn the respect of students, parents and staff	✓		I,SS,R
Excellent ICT skills, including a good working knowledge of the Microsoft Office Suite, specifically Word and Excel		✓	I,R
Advanced knowledge and use of MIS including Arbor; data entry, running reports, general operations	✓		SS,I,R
An understanding of the Data Protection Act	✓		SS,I,R
Ability work well under pressure and to prioritise own workload and that of others	✓		I,R
Experience of successful management of change, including evaluating problems, developing and implementing appropriate solutions and monitoring effectiveness	✓		F,SS,R
Experience of working with Governors, parents and the wider community	✓		SS,I
Willingness to contribute to the pastoral system	✓		SS,I
Knowledge			
An understanding of, and commitment to, safeguarding	✓		I

• A sound understanding of the strategies which help to raise students' attendance	✓		I,SS
• A sound understanding of the statutory obligations of schools regarding attendance	✓		I
Personal Qualities			
• Inquisitive	✓		I
• Ability to create, inspire and promote a culture of high achievement for all, with all learners achieving their full potential	✓		I,R
• Ability and enthusiasm to promote the school's vision and values and it's achievements to the local and wider communities	✓		I,R
• Integrity, commitment, flexibility, reliability, enthusiasm, sense of humour and energy to persevere and succeed	✓		I,R
• Excellent attendance and punctuality record	✓		F,I,R,SS
• Child-centred approach	✓		
• Commitment to community and parental involvement	✓		I,R,SS
• Ability to demonstrate personal and emotional resilience in stressful situations	✓		I, R
• To act in accordance with professional codes all times, including maintaining strictest confidentiality when dealing with sensitive information	✓		I,SS,R
• Commitment to Equal Opportunity	✓		I,SS
• A commitment to high expectations for all pupils	✓		I,SS,R
• To act in accordance with authority, organisational standards, needs and goals of the school	✓		I,SS,R
• Strategic approach, ability to see the 'big picture' and also think 'outside of the box'	✓		I,SS
• Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard	✓		I,SS,R
• Must have the utmost integrity as well as high levels of motivation and commitment	✓		I,SS,R
• Proactive approach and efficient time management and prioritisation skills	✓		I,SS
• Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the School	✓		I,SS
<i>Assessment Key: F = application form, SS= supporting statement/letter, I= interview process, R= reference</i>			