



CHRIST'S COLLEGE
FINCHLEY



Recruitment Pack Attendance Officer

ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for education will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of monitoring and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high performing workforce and staff talent which is evident by the low levels of staff absences and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous, from job satisfaction and career development to professional and lifestyle benefits.

CAREER, HEALTH AND WEALTH BENEFITS

- New members of staff can expect a thorough induction programme.
- You will receive a personal career and training plan.
- A dedicated member of staff will act as a mentor and will assist you with identifying training needs and development opportunities.
- Pensions contributions.
- Access to Teaching Alliances which offer networking and mentoring opportunities.
- Enhanced parental leave.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space.
- Free tea and coffee.
- An annual flu vaccination clinic.

LIFESTYLE AND CULTURE BENEFITS

- A life-enhancing wellbeing programme through the Schools Advisory Service (SAS); staff (and their immediate families) have access to GP appointments, counselling, some operations, physiotherapy, weight loss courses and menopause support.
- A designated Staff Welfare Team, with Mental Health First Aider, and an enthusiastic Staff Committee arrange team building and rewarding activities for staff, including social events throughout the year: summer barbeques and sports events in the summer and festive socials in the winter.
- Free access to the onsite school fitness suite.
- Inset days with a strong focus on wellbeing and personal development.



“Pupils value the great level of care that the staff provide. They say that they experience an environment which develops their character, interests and passions.”

OFSTED 2020



We are seeking to appoint an experienced and proactive Attendance Officer to join our vibrant school team. This is an exciting opportunity to gain valuable experience in the attendance team.

You will need to be flexible and adaptable to changing priorities, ensuring that you deliver a professional and efficient service when dealing with parents/carers, staff and external agencies, therefore excellent interpersonal skills are essential.

Analytical skills are also crucial to the role in order to monitor and analyses attendance data and report on trends. Good working knowledge of BromCom or a similar management system would also be advantageous.

POST TITLE:	Attendance Officer
DEPARTMENT:	Attendance
SALARY/GRADE:	SCP 7-10 (£27,855-£29,139 FTE) dependant on experience, term time only
RESPONSIBLE FOR:	To promote and apply strategies to ensure high levels of attendance and punctuality of pupils
RESPONSIBLE TO:	Assistant Headteacher with responsibility for attendance

JOB DESCRIPTION

The postholder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Team.

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be changed from time to time at the discretion of the school in consultation with the postholder.

KEY OBJECTIVES/ACCOUNTABILITIES

The postholder will share, along with other members of the attendance team, the following responsibilities.

General Responsibilities

Work with other relevant teachers, support staff, parents and external agencies to:

- monitor accurate pupil attendance and lateness on a daily basis;
- follow up on pupils absences and lateness;
- with guidance from appropriate colleagues, make appropriate referrals to external agencies and/or the Attendance Champion;
- seek the reason for all unexplained absences;
- check the accuracy and coding on registers;
- follow the Attendance Policy and follow up as required;
- identify individuals and/or groups of pupils that require additional support to improve their levels of attendance and punctuality;
- promote and safeguard the welfare of children and young people in accordance with the Safeguarding Policy;
- complete accurate statistical returns regarding pupil attendance and punctuality as required by the school and Department for Education;
- work with the behaviour team to check on pupils who are out of school, eg. educated at Alternative Provision;
- establish and maintain good relationships with colleagues, parents/carers and other professionals;
- meet with the Educational Welfare Officer (EWO) on a weekly basis and alert the officer of any cases which require further intervention;
- make a positive contribution to the wider life and ethos of the school.

Professional Behaviour

- Employees of Christ's College Finchley are expected to be courteous and co-operative towards colleagues and provide a welcoming environment for visitors and telephone callers.
- Be aware of and comply with, policies and procedures relating to Safeguarding, data protection, health and safety.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach.
- Participate in training as required.
- Understand and comply with the Equal Opportunities Policy.

General

All staff are expected to adhere to Christ's College Finchley policies and procedures.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

PERSON SPECIFICATION

Quality	Essential	Desirable
Knowledge of schools Attendance Policies and Department for Education legislation	X	
Experience of working with children		X
Experience of working with a school attendance related service		X
Up to date knowledge of attendance regulations and willingness to attend further CPD	X	
Previous experience of using BromCom		X
Ability to manage multiple tasks efficiently and maintain accurate records	X	
Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individual pupils and groups	X	
Well-developed administration and organisation skills	X	
Collaborative attitude and ability to work in a team-orientated environment	X	
Excellent interpersonal skills	X	
Able to maintain strict confidentiality	X	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	X	
Ability to persuade and negotiate and have the confidence to challenge difficult behaviour	X	
An understanding of issues that may affect a pupil's ability to attend school	X	

The Academy achieves some of the highest outcomes at GCSE of any comprehensive school in the country and ranked 288 in the country in The Times' Parent Power Best Schools list (2023-2024). Over 30% of all GCSE grades were 9-7 (A-A) this summer. 54% of all A Levels were graded at A*-B.*



FURTHER INFORMATION

Compulsory declarations of any convictions, cautions or reprimands, warnings or bindovers

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitations of Offenders Act 1974.

Online Searches

After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

References

Referees will be asked about all disciplinary offences which may include those where a penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

Privacy Notice for Job Applicants

This can be found on the school's website.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire, and may be required to undergo a medical examination.



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Christ's College Finchley

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