



# Maidstone Grammar School *for Girls*



## Attendance Administrator

Mondays & Tuesdays 8am-4pm (15 hours per week)  
Term Time plus 2 directed days  
Kent Scheme Salaries 5: £8,457-£8,796 per annum



# The Post

## Attendance Administrator

Monday & Tuesdays 8am-4pm  
Term Time plus 2 directed days (15 hours per week)  
Kent Scheme Salaries 5: £8,457-£8,796 per annum

The Attendance Administrator ensures accurate recording and monitoring of student attendance, addressing any issues promptly. This includes managing daily attendance data, contacting parents about absences or lateness, and promoting good attendance habits. The role also involves liaising with staff and external agencies, producing reports, and supporting school policies on safeguarding and GDPR.



### Key Responsibilities:

- Record daily attendance and resolve missing data.
- Contact parents about absences or lateness.
- Monitor attendance and escalate concerns.
- Process holiday requests and issue related correspondence.
- Produce attendance reports and letters.
- Support school policies on child protection and data security.

## The Team & Our Facilities

The post holder will be responsible to the Attendance Liaison Officer.



## Job Description

<b>POST TITLE</b>	Attendance Administrator
<b>GRADE</b>	Kent Range 5
<b>DATE</b>	December 2024
<b>RESPONSIBLE TO</b>	Assistant Headteacher for Inclusion
<b>REPORTING TO</b>	Attendance Liaison Officer

**Summary of Job:** To act as the school's Attendance Administrator.

**Outline of Main Duties:**

**Attendance Administrator -**

Complete attendance daily including any first day absence calls. This includes:

- Input attendance data and investigate any missing data, and maintain accurate attendance records, including all absences and unexplained lesson absences.
- To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- To record student absences and late arrivals on SIMS, maintaining accurate attendance records.
- To make initial enquiries with parents/carers regarding unexplained absences/lateness - including first day calling.
- To monitor the attendance of students referring concerns to the Attendance Officer and Pastoral Leaders.
- Promote good attendance within the school.
- To process and action student holiday requests.
- To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.
- To assist the Assistant Headteachers with the administration of referrals to the education welfare service/issuing of penalty notices.
- To undertake routine liaison with external agencies regarding attendance - eg EWO/Attendance Services./sickness returns
- To collate attendance data producing routine reports and prepare statistical returns regarding attendance and submit to reporting bodies where appropriate.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Liaise with Heads of Study and Assistant Headteachers over attendance concerns.
- Responsible for identifying attendance issues and patterns of absence/late arrivals.
- Contact with parents over all aspects of attendance including written correspondence when required.
- Produce attendance reports for Heads of Study on a weekly basis and other individual reports when requested.
- Produce attendance letters
- Complete administration tasks as directed by the line manager.

**Wider Responsibilities**

- Be available on an ad hoc basis to take part in school trips, taking responsibility for a group of students.
- Be available to supervise lessons, on an ad hoc basis as directed by the Headteacher.
- Be familiar with and conform to school policies and procedures.
- Undertake any other duties as required, commensurate with the post.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- To fulfil any other tasks reasonably requested by the line manager.

**Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

**Staff & Others Line Managed by the Post Holder:**

None.

## Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the

opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	<b>Characteristics</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● At least grade 6 (B )GCSE or equivalent in English and Mathematics</li> <li>● Administrative qualifications</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Strong work ethic and capacity for hard work</li> <li>● Ability to relate well to colleagues and students and parents/members of the public</li> <li>● A professional manner</li> <li>● Ability to work well as part of a team</li> <li>● Flexibility in approach to completion of work</li> <li>● Ability to prioritise work under pressure and remain organised</li> <li>● Ability to work under pressure and meet strict deadlines</li> <li>● Generosity of spirit and a sense of humour</li> <li>● Willingness to contribute to extra-curricular activities</li> <li>● Knowledge of and genuine interest in educational issues and how they apply to this school.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal and organisational skills</li> <li>● Knowledge of SIMS (Schools Information Management System)</li> <li>● Ability to enter data input accurately and efficiently</li> <li>● Attention to detail and a good level of numeracy</li> <li>● Strong ICT skills, including the use of spreadsheets</li> <li>● Knowledge and understanding of school policies and procedures</li> <li>● A knowledge of Google apps</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>● Willingness to undertake appropriate training and professional development</li> <li>● Experience of office administration</li> <li>● Experience of working in a school</li> <li>● Experience of working with young people.</li> </ul>

## The Application Process

Application forms and full details can be found on our Vacancies page on our website:

<https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Teaching and Support Staff references will be requested prior to interview.

## Important Dates

\*Closing date for applications: 8am on 13th January 2025

Interview date: 16th January 2025

\*Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

## About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

*"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."*

*"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."*

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Regional

Computer Hub, awarded by the Department for Education in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

## Our Results

### GCSE and A Level Exam Results 2024

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2024 that reinforce Ofsted's quote, "The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless."

Summer 2024 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience over the last two years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.



We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

## The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,270 students with a mixed sixth form of approximately 350. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
  - Tailored personal development plans - We are committed to developing you as an individual.

You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.

- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses
- Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
- Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
  - A thorough induction - You'll get a comprehensive induction to MGGs when you join us
  - Statutory sick pay
  - Access to individual coaching to support you in achieving your career aspirations at MGGs
  - Support Line - a free confidential service that offers up to 7 counselling sessions a year
  - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only with a six month lead in period for full benefits):
  - Benenden Health aims to make private healthcare accessible to all. MGGs pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
  - Kent Rewards is the home of employee benefits, including staff in MGGs. The range of benefits may surprise you...
    - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
      - Discounts on train tickets, ferries and coaches, savings on holidays and flights
      - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
      - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.*