



Attendance Officer Vacancy Information



HumberEducationTrust
Where everybody counts, every moment matters.

We are Humber Education Trust.



Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a

school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

Humber Education Trust is committed to:

- Always put the needs of children first
- Celebrate what joins us and also what makes our schools unique
- Embrace links with other education providers as we seek the best outcomes for children
- Have high aspirations for everyone in the school community
- Personalise the support offered to pupils, staff members and schools alike
- Believe in system leadership
- Being passionate educators of everyone in the school community
- Welcome challenge as this promotes positive change
- Achieve the best outcomes for every individual
- Being relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



Rachel Wilkes
Chief Executive Officer





Attendance Officer



BROADACRE PRIMARY SCHOOL ATTENDANCE OFFICER

Grade:	4, SCP 5-7
Salary:	£23,500 - £24,294 FTE, £15,983 - £16,523 Actual, £12.18 - £12.59/hr
Hours of work:	30 hrs/week, Monday – Friday, 8.30am – 3.00pm
Contract:	Permanent, Term time only (190 days)
Start date:	ASAP Following pre-employment checks

We are delighted to offer the opportunity for an enthusiastic Attendance Officer to join our wonderful team. Working within a busy school office, you will be dedicated to reducing absenteeism within school, increasing attendance and giving our children the best opportunities to achieve at Broadacre.

You will be methodical, efficient and calm, motivated to liaise with our families, providing an excellent support service to our children. You will be a team player and contribute to the development of the school attendance procedures and parental engagement.

We offer a happy, welcoming, caring and safe environment where expectations are high and where learners are encouraged, challenged and supported to be the best they can be.

The school strongly believes that every child should go to school excited about the day ahead and experience a sense of achievement when they go home. Our dedicated team provides the best educational opportunities for all our pupils allowing each and every one of them to succeed in reaching their full potential. In return we offer a professional, friendly working environment in a school where everyone is valued.

JOB REQUIREMENTS:

- Daily inspection of absence, contacting families to enquire about absence, seeking immediate return to school
- Maintain a record of phone calls and visits, keeping up-to-date records on pupil attendance
- Input attendance data using relevant ICT packages and generate attendance reports
- Undertake home visits to investigate problems relating to school attendance
- Attend regular attendance meetings

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE Grade A-C or equivalent in English and Mathematics
- Training in IT based systems e.g. Microsoft Package
- Excellent knowledge of school attendance procedures and practice
- The ability to establish professional, effective working relationships
- Experience of producing / maintaining / evaluating data



Attendance Officer



AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and our Peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

If you believe you are the right person for the job then we would love to hear from you.

HOW TO APPLY:

Please download the [application form](#), complete and upload to our ETeach Careers Page with an optional cover letter. Once you have clicked on 'Submit Application', your form will be sent direct to the school.

All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Friday 20 September 2024

Interviews: TBC

If you have any queries regarding the role or application process, please contact Caroline Watson, at Broadacre Primary School via Tel: 01482 833033 or email sbm@broadacre.het.academy

As part of Humber Education Trust's recruitment processes, in accordance with statutory guidance KCSIE, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

SAFEGUARDING STATEMENT:

Highlands Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



Attendance Officer



Job Description

SECTION: Broadacre Primary School **GRADE:** 4
JOB TITLE: Attendance Officer **DATE PREPARED:** 12 October 2022
EVALUATION DATE: 11 October 2022 **JE NUMBER:** HET78

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Schools Equal Opportunities in Employment Policy.

PURPOSE:
 To support the school in improving school attendance, parental engagement and ensure compliance with statutory regulations. To challenge non-attendance and lateness, encouraging high levels of attendance and punctuality.

PRINCIPAL ACCOUNTABILITIES:

1.	To promote and safeguard the welfare of children and young people.
2.	To inspect absence systems on a daily basis, to contact families, by telephone where possible, to enquire about absence and seek an immediate return to school.
3.	To take daily pupil absence calls, maintain a record of all phone calls and visits, keep up to date records on pupil's attendance and provide this information to the Inclusion Lead.
4.	To assist in undertaking daily checks to ensure registration procedures agreed are adhered to consistently across the school.
5.	To follow up absences for pupils not returning to school and ensure correct information is held on system in relation to contact details.
6.	To input attendance data using relevant ICT packages and generate attendance reports.
7.	To support the Inclusion Lead to monitor the registration of pupils educated off site, including those with long term absence, to undertake follow-up work as needed, including liaison with parents, staff the LEA and outside agencies.
8.	To provide data to complete termly analysis and case files for persistent absent families.
9.	To challenge persistent absenteeism by maintaining regular contact with parents by telephone and home visits and liaising with the Inclusion Lead.
10.	To undertake home visits with the Inclusion Lead to investigate problems relating to school attendance. To advise parents, carers and pupils on educational policy and support with completion of statutory forms for penalising poor attendance.
11.	To assist in ensuring that effective interventions and strategies are put into place to reduce persistent absence, improve attendance and promote inclusive education for pupils with identified attendance issues.
12.	Attends regular attendance meetings with Inclusion Lead, SBM, Deputy Head and Headteacher to share knowledge and highlight any concerns for our families.
13.	Hold meetings in school with parents who are displaying persistent absence to develop school led strategies in achieving good attendance in the future.
14.	Organise and promote parental engagement events such as lottery, termly fairs and other activities to encourage parents into the school.
15.	Administration of children admissions to the school including liaising with parents, past schools, the LA & the Inclusion Lead.

Job Description

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| 16. | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Schools, as your employer and you as an employee. In addition to the Schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Schools Health and Safety policy. |
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GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

DIMENSIONS:

1. Responsibility for Staff: N/A

2. Responsibility for Customers/Clients:

The post-holder is responsible for providing pastoral care support and guidance to pupils with attendance/punctuality problems and their parents and carers in accordance with school policies and procedures.

3. Responsibility for Budgets: N/A

4. Responsibility for Physical Resources:

Responsible for logging information on a daily basis, some of which is confidential and of a sensitive nature. Responsible for analysing information and producing regular reports.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

- Parents/carers/pupils
- SLT
- Attendance team
- Teaching staff
- Support staff

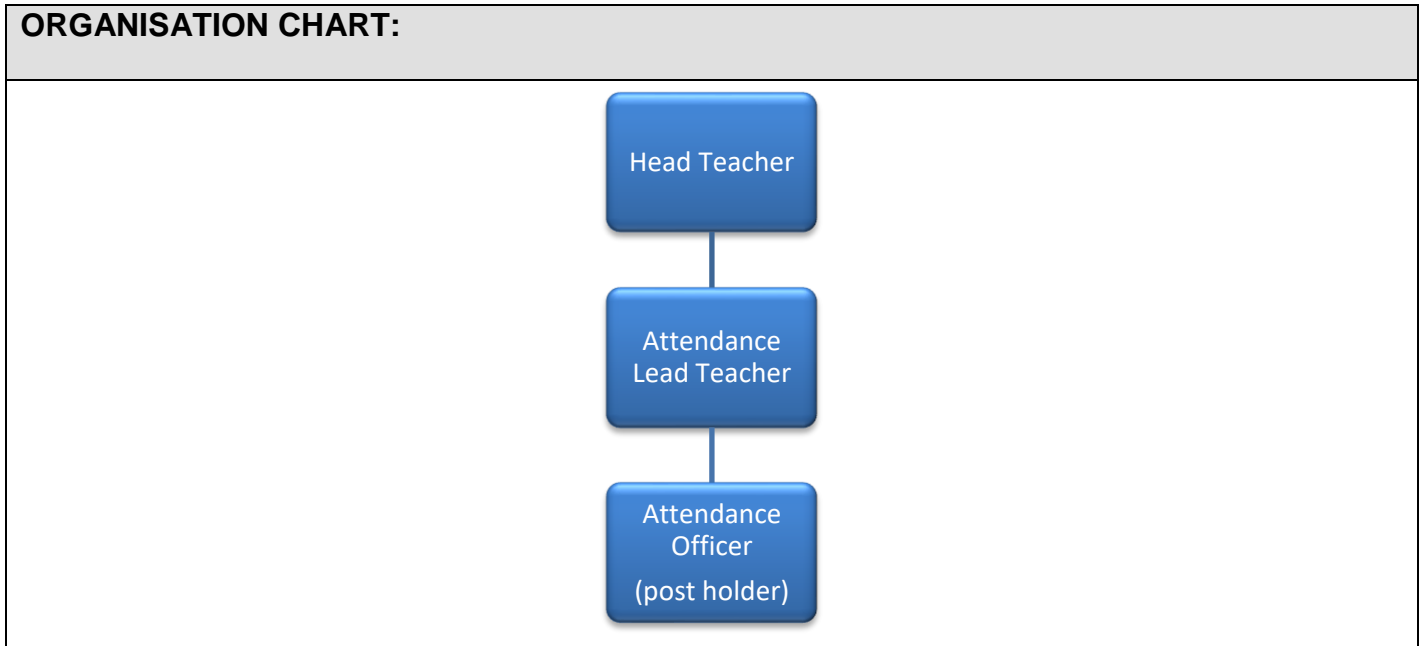
2. With Any Other Council Areas (where applicable)

- LA officers
- Parents/carers

3. With External Bodies to the School

- Other agencies
- Relevant staff from other schools relating to transfer
- The community

Job Description



	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓					The post holder may occasionally have to deal with physically aggressive behaviour from pupils
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓					The post holder may occasionally come up against abuse/challenging behaviour from parents/carers/pupils
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					The post holder may have exposure to sensitive information

Notes:

This job description may be amended at any time in consultation with the postholder.

I have read and accept the role of Attendance Officer.

Signed Postholder _____ Date _____

Person Specification

PERSON SPECIFICATION				
<p>The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
1.	Qualifications:			
	NVQ3 or equivalent qualification in relevant discipline		✓	
	NVQ2 or equivalent in relevant discipline		✓	
	NVQ2 or equivalent in ICT including data handling		✓	
	GCSE grade A* - C or equivalent in Maths	✓		
	GCSE grade A* - C or equivalent in English Language	✓		
2.	Relevant Experience:			
	Experience of working with administrative systems	✓		
	Experience of working in a school environment	✓		
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to produce, maintain and analyse data	✓		
	Very good numeracy/literacy skills	✓		
	Very good ICT skills	✓		
4.	Knowledge:			
	Excellent knowledge of DfE's Working Together to Improve School Attendance procedures and practice.	✓		
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		
	Work as part of a team, understanding school roles and responsibilities and your own position within these.	✓		
	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓		
	Written Skills			
	Ability to write reports.	✓		
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
6.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure



Vision & Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

This is us. Humber Education Trust.



Humber Education Trust
Where everybody counts, every moment matters.



Work for

Humber Education Trust

We value our employees

The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure & East Riding Leisure

Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to **make a real difference** to the lives of our students*