



Dame Alice Owen's School

NoR: 1,441, Sixth form: 426

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

ATTENDANCE OFFICER

Required as soon as possible/September 2022

**Permanent part-time post,
35 hours per week, term-time only
Monday to Friday, 8.15am – 3.45pm,
including half hour unpaid for lunch
Salary Scale: H4/6 - pro-rata actual annual salary £15,744,
Based on £20,043 for the full-time equivalent post**

Closing date: Noon, Thursday 30 June 2022

Interview date: Monday 4 July 2022

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The governors of this highly successful, partially selective, mixed school invite applications for the post of Attendance Officer. We seek a highly motivated and energetic candidate to join our Pastoral team to contribute to raising achievement by improving school attendance and punctuality rates and acting upon unexplained and unauthorised absences. The Attendance Officer will work alongside key school staff to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance.

Dame Alice Owen's School is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. The school is close to motorway links and Central London is easily reached by rail from Potters Bar.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CV's for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by **noon, Thursday 30 June 2022**.



Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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admin@damealiceowens.herts.sch.uk

www.damealiceowens.herts.sch.uk

INFORMATION FOR APPLICANTS

Name of post:	Attendance Officer
Location:	Potters Bar, Hertfordshire
Closing date:	Noon, Thursday 30 June 2022
Interview date:	Monday 4 July 2022

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Vicki Blackburn (Deputy Head, Head of Pastoral Care) at blackburnv@damealiceowens.herts.sch.uk

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Thursday 30 June 2022**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher



Job Description

Post Title: Attendance Officer
Responsible to: Deputy Head, Head of Pastoral Care

Purpose of the post

To be responsible for the monitoring and improvement of attendance and punctuality of students across the school working alongside key school staff to promote excellent attendance to support students in achieving their full potential, reduce levels of absence and work with children and families to promote high levels of attendance.

Core Accountabilities

- Attendance Monitoring
- Attendance Analysis
- Attendance Intervention
- Monitoring Punctuality
- Monitoring Truancy

A. Attendance Monitoring

1. To ensure that all registers are completed punctually and accurately for each session (no later than 9.30am and 2pm) with no missing marks or unexplained absences.
2. To check and remind any necessary staff to complete registers and inform the Deputy Headteacher if these are still not completed.
3. To follow up all unexplained absences and ensure absences are accounted for or send a letter requesting an explanation.
4. To check accuracy and correct coding on registers daily.
5. To follow the Attendance policy and send out letters as required.
6. To assist and check records prior to the Census to ensure school attendance data is accurate and up to date.
7. 'First Day absence' contact for students not in and for all persistent absentees (< 90% attendance).
8. Update SIMS with information received from Form Tutors (FTs) and Pastoral Managers/Directors (PM/PD).
9. Identify poor attenders in liaison with PMs/PDs and FTs and monitor their attendance to school and lessons.
10. To monitor the attendance of vulnerable groups and liaise with appropriate staff, checking identified vulnerable students on a daily basis, informing PMs/PDs and Safeguarding Lead if a child is absent.
11. Generate attendance reports for FTs and PMs/PDs once a week.
12. Meet with Pastoral Directors at least fortnightly to decide on appropriate interventions and letters that need to be sent to parents.
13. Generate detailed attendance reports with actions for Deputy Head teacher fortnightly.

B. Attendance Analysis

1. Produce reports for PMs/PDs/Deputy Headteacher showing percentage attendance, punctuality linked to: year/gender/EAL/SEND and Pupil Premium on a monthly basis.

2. Provide analysis for PDs and Deputy Headteacher regarding attendance trends and patterns.
3. Produce analysis of attendance for Headteacher's report to full governing body termly

C. Attendance Intervention

1. Promote the importance of good attendance across the school through a range of strategies: assemblies/rewards/ letters home etc.
2. Work with targeted students to improve attendance; meeting students, parents and other outside agencies.
3. Administer the fixed term penalty notices in order to improve attendance.
4. To conduct home visits as and when necessary.
5. Chase students' information from previous schools challenging any existing attendance issues in a timely manner.
6. Liaise with the exams officer to chase all students missing an exam as a matter of priority.

D. Punctuality

1. Work with PMs/PDs to improve punctuality to the school through a range of strategies.
2. Inputting lateness onto SIMS ensuring the necessary disciplinary measures are in place and informing parents/carers.
3. Promoting the importance of good punctuality across the school through a range of strategies: assemblies/rewards/letters home etc.

E. Truancy

1. Ensure PM/PD and Deputy Headteacher are aware of those students who are both externally and internally truanting.
2. Inform parents of external truancy through phone calls home and liaising with outside agencies.
3. Coordinate and attend meetings with parents, as appropriate, to improve attendance.
4. Meet with PM/PDs or Deputy Headteacher to refer pupils with poor attendance and discuss attendance of previously referred pupils.
5. Inform PMs/PDs of the intention to refer pupils.
6. Where appropriate, attend meetings.
7. Liaise with social services with regard to the attendance of looked after children.

Generic to the role

1. To maintain confidentiality of information acquired in the course of undertaking duties for this role.
2. To ensure all safeguarding information acquired in this role is communicated to the appropriate member of the pastoral team and a record log is completed and put in the correct file.
3. To ensure compliance with GDPR at all times.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.



Person Specification

Personal	Desirable /Essential
Flexibility	E
Ability to use own initiative	E
Resourceful, patient and resilient	E
Calm, unflustered manner	E
Ability to work as a team and alone	E
General requirements	
Excellent communication skills	E
Commitment to equal opportunities in service delivery and employment	E
Flexible approach to supporting children and families	E
Ability to maintain a professional manner in challenging situations	E
Confidence to challenge difficult behaviour	E
Confidence to challenge other professionals	E
Enjoys working within education	D
A friendly manner and good sense of humour	E
Competence	
Good organisational skills and good time keeping	E
Good interpersonal skills including mediation and conflict resolution	E
Demonstrable awareness of legislation relating to school attendance	E
Demonstrable awareness relating to the welfare and protection of children	E
Demonstrable awareness of risk	E
Experience of working in an educational and/or social care setting with young people.	D
Effective communication with children, carers and other professionals	E
Ability to display an understanding of social/welfare issues as they affect children, families and schools.	E
Ability to work on own initiative within department protocols/procedures	E
Ability to deal with difficult situations.	E
A positive attitude to personal development and training	D
Ability to prepare and write reports and produce factual and statistical information as required.	E
Knowledge of the education system	D
Experience in working within statutory/voluntary agencies dealing with children and families	D
IT literacy	D
Qualifications and Training	
Good level of literacy and numeracy	E
NVQ Level 3 or equivalent	E
5 GCSEs including grade C in English and Maths	E