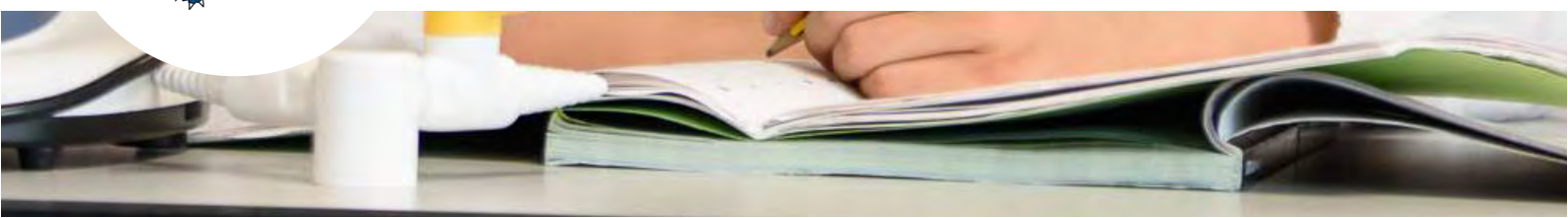




The
Sittingbourne School

Attendance Officer INFORMATION





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The Sittingbourne School is a large, non-selective school situated in a semi-rural area of Sittingbourne. We are fortunate to own an extensive site that boasts wonderful sporting facilities, open green spaces and significant investment in new buildings.

We offer our pupils a broad and stimulating curriculum with a sharp focus on literacy and high expectations for all. We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and student engagement. We have extensive pastoral systems to support student engagement and wellbeing, and relationships between staff and students are open, friendly and cooperative.

Our school has been on a fabulous journey of continuous development since joining Swale Academies Trust over eight years ago. Ofsted has judged our school Good in the last two inspections, and we continue to move from strength to strength. Over the years, the school's popularity has grown considerably, with 2020 seeing us oversubscribed in all years and our large and thriving Sixth Form more popular than ever. Outcomes for the school show a continuing trend of improvement, highlighting the effectiveness of strategies implemented over time.

In 2019, the school underwent a holistic branding exercise to reaffirm our culture and core values. Consequently, the school has a clear, and embedded, vision that staff follow and fully believe in. Our ethos is community-centred, empowering and fully inclusive. Everything we do here at The Sittingbourne School is focused on ensuring that children of all abilities, backgrounds and beliefs feel valued and are given the guidance and support they need to flourish.

Leadership across the school is a key strength. The school benefits from a large and highly experienced leadership team - and the support of an Executive Headteacher who knows the school and staff well. The leadership team is led by a Head of School with the support of four exceptional deputy headteachers, as well as a vibrant and effective team of assistant headteachers and middle leaders. The school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to teaching and learning as well as school management. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school.

Students and staff feel proud to belong to The Sittingbourne School.

Yours Sincerely

Mr Nick Smith
Head of School



JOB DESCRIPTION



Job Title: Attendance Officer
Grade: SAT 5
Responsible to: Line Manager

Purpose of the Job:

To undertake all administrative tasks associated with the recording, management and monitoring of attendance; working with individual pupils and their families to improve attendance.

Key duties and responsibilities:

- To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- To record student absences and late arrivals on BromCom, maintaining accurate attendance records.
- To act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies.
- To make initial enquiries with parents / carers regarding unexplained absences / lateness – including first day calling / texting.
- To work with individual students and their families regarding strategies to improve attendance / punctuality – ensuring records are kept and feedback provided to the Headteacher and other staff as appropriate.
- To monitor the attendance of pupils referring concerns to the Headteacher.
- To support the Headteacher at formal meetings with parents to discuss attendance concerns – taking follow up actions as agreed.
- To promote incentives for improving attendance within the school – including attendance certificates and prizes.
- To process and action pupil holiday requests.
- To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure.
- **To assist the Headteacher with the administration of referrals to the education welfare service / issuing of penalty notices.**
- **To undertake routine liaison with external agencies regarding attendance – e.g. Education Welfare Officer (EWO) / Attendance Service.**
- **To collate attendance data producing routine reports and prepare statistical returns regarding attendance.**

In additional all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualification	NVQ Level 2/3.	E
	Good general education, including at least grade C GCSE English and Maths (or equivalent).	E
	Willingness to undertake appropriate training and professional development.	E
	Clean current driving licence and access to a vehicle.	E
	Qualification related to working with children and young people.	D
	First Aid training.	D
	Experience of working in an educational environment.	D
Knowledge & Skills	Understanding of confidentiality	E
	Good IT skills.	E
	Knowledge of administration procedures.	E
	Adaptable, pro-active, self-starter and ability to manage a large variety of situations.	E
	An effective communicator with excellent interpersonal, persuasion and negotiation skills.	E
	Able to identify work priorities and manage own workload within agreed parameters.	E
	Able to maintain accurate work records.	E
	An understanding of issues that may affect a student's ability to attend school.	D
	Knowledge and practical experience of BromCom.	D
	Knowledge of Schoolcomms and Google Suite.	D
	Demonstrable knowledge of attendance regulations	D
	Knowledge of Child Protection / Safeguarding Procedures.	D
Personal Qualities	Strong work ethic and capacity for hard work.	E
	Able to deal appropriately and effectively with children, parents, staff and professionals from outside agencies at all levels.	E
	Ability to cope with stressful / conflict situations and be resilient.	E
	Ability to listen effectively.	E
	Ability to use own initiative and work alone when necessary.	E
	Ability to produce reports and analyse data.	D

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building/Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Miss Sarah Scott-Drysdale
The Sittingbourne School
Swanstree Avenue,
Sittingbourne
Kent
ME10 4NL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our trust will be subjected to safeguarding checks in line with the statutory guidance keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732