



## BARTON COURT GRAMMAR SCHOOL

### JOB DESCRIPTION

<b>Job Description:</b>	Attendance Officer & Cover Officer
<b>Grade:</b>	BCAT 6
<b>Employed for:</b>	37 hours term time only (+ 5 SDD)
<b>Hours:</b>	7:30am to 3.20pm, from Monday to Thursday, with a 20 minute unpaid lunch break at 12:00 and 7:30am to 2:50pm on Friday.

#### Professional Relationships:

**Responsible To:** Deputy Headteacher/ Assistant Headteacher

#### Responsible For:

**Purpose:** a) to provide efficient administrative support in order that effective attendance procedures occur, and to carry out general clerical duties  
b) to organise the daily cover and to organise the work of the Faculty Learning Mentors/ Cover Supervisors in respect to this.

**Skills required:** Good skills with EXCEL are essential. Must be capable and willing to learn other ICT packages such as BROMCOM.

#### Safeguarding:

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

#### Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the School policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

## Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the School's safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

## **Person Specification**

The successful applicant should have the following skills:

### **Essential skills**

- Excellent ICT skills with sound knowledge and use of Excel
- Excellent organisation skills
- Excellent interpersonal skills
- Excellent attendance record
- Excellent administrative skills
- Ability to be proactive
- Ability to lead others in a team
- Ability to be flexible

### **Desirable skills**

- Knowledge of BROMCOM
- Experience of covering lessons in schools
- Knowledge of school routines

<b>Accountabilities</b>	<b>Indicative tasks/actions</b>
Maintain student attendance records so that information is accurate and readily available	Collate and enter info from electronic register Update absence notes on system.

Analyse attendance records and liaise with appropriate staff so that anomalies are spotted	<p>Check differences between am/pm registration</p> <p>Liaise with teaching staff when BROMCOM shows no attendance entry</p> <p>Discuss perceived problems with HOY &amp; form tutors</p> <p>Send letters home for absences following school policy</p>
Investigate and resolve potential attendance problems	<p>BROMCOM InTouch</p> <p>Contact parents by phone on first day of absence</p> <p>Regular contact with EWO and arrange meetings between EWO and School as appropriate</p> <p>Provide reports to each HOY relating to attendance and punctuality - feedback and discuss overcoming attendance issues</p>
Submit relevant statistical returns to comply with legal requirements	<p>DfE returns as required</p> <p>Assist Data Manager with Attendance returns</p>
Allocate daily cover for absent staff so that classes are adequately supervised and teaching staff are used at a minimum	<p>Receive messages re absent staff</p> <p>Record planned absence via relevant forms</p> <p>Keep records of room changes</p> <p>Update cover during the day if necessary</p> <p>Liaise with timetabler</p> <p>Analyse data for teacher absences and cover</p>
Reception	<p>Cover Reception between 7.30am-8.00am and maintain a presence there until 10.00am to deal with latecomers.</p> <p>Cover Reception at lunchtime for 30 minutes.</p>
Student Data	<p>Assist the input of new student data in the summer term &amp; help to maintain existing student data</p>
Admissions	<p>Become familiar with the admissions process to assist when required.</p>
Support Exams Officer in organizing all exams.	<p>Arrange for alternative rooms whilst the external examinations take place</p>
Support in Enrichment Days	<p>Help where necessary in the planning and organisation of focus days</p>
Adhere to school policies and procedures	<p>Follow school behaviour policy and ensure students follow the code of conduct</p> <p>Have high expectations of all students</p> <p>Keep abreast of relevant legislation</p>
First Aid Training	<p>Become a trained First Aider.</p>
Carry out administrative tasks when not dealing with attendance or management of cover to support teachers and the work of the School generally	<p>Filing</p> <p>Collating material</p> <p>Help with fire drills</p>

	Helping classroom teachers with administrative tasks Helping the office staff with administrative tasks
Work as part of a professional team in a manner that enhances the ethos of the School	Promote positive values Suggest ways of improving systems and procedures Seek help and take advice Seek opportunities for development

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher/Headteacher

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: ..... Date: .....