

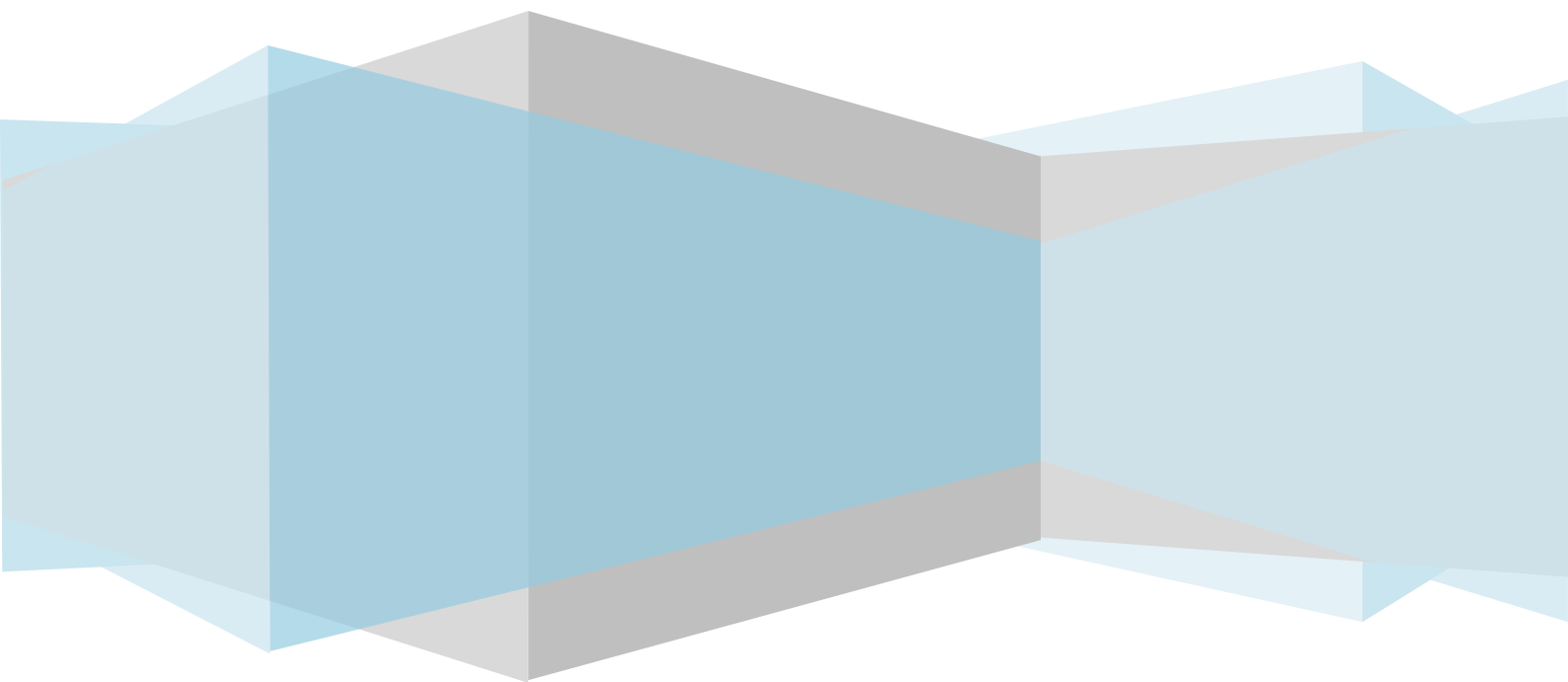
Rye College, Part of the Aquinas Trust

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

Attendance Officer

Required: ASAP





# Attendance Officer

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We are seeking to appoint an enthusiastic, energetic and adaptable Attendance Officer to join our highly-motivated team at an exciting time in the college's growth.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

## **Our ideal candidate will:**

- Have experience, or interest, in working as an Attendance Officer.
- Demonstrate a commitment to ensuring all students access their education;
- Be inclusive in their practice with high expectations of all;
- Demonstrate a willingness to become involved in the life of the college;
- Be enthusiastic, energetic and open to innovation;
- Have integrity, optimism and a good sense of humour;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Have good communication skills with the ability to work as part of a team; and
- Be dedicated and flexible, with commitment to students' progress and continual improvement.

## **In return, we offer:**

- A college in which the students are enthusiastic, engaging and thoughtful.
- A workplace that is future focused with potential for professional growth as we improve;
- A skilled and experienced team of teachers and other professionals;
- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A motivated leadership team leading rapid improvement to the students' life chances.

We would be pleased to welcome you for an informal visit to our college prior to application.

Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.



## The Application Process and Timetable

### Closing Date

You are invited to submit a letter outlining your suitability for the role against the person specification and job description to the Headteacher.

- Closing date for applications: **23<sup>rd</sup> May 2025**

*We reserve the right to withdraw the vacancy, should we find a suitable candidate*

### Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### Interviews

Candidates will be invited for interview.

- Interviews: **To be advised**

### Appointment

All candidates will be contacted following interview.

- Appointment to commence: **Immediately**

### Applying

Please send your letter, outlining your suitability for the role against the enclosed person specification and job description, by email to [hassistant@ryecollege.co.uk](mailto:hassistant@ryecollege.co.uk). Alternatively, submit your application to **Headteacher, Rye College, The Grove, RYE TN31 7NQ**.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

**Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



September 2024

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. At Rye College, we are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change improving the standard of education and facilities at Rye College – ideal for ambitious and talented teachers to truly make a difference and build upon our most recent Ofsted good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. We offer excellent opportunities for those who can deliver in the classroom and wish to progress their career.

We work to instil a sense of responsibility in all our students – a sense of ownership of their learning, of their college, of their actions and of the consequences. In today's complex world, children need both the knowledge and skills to compete in a global market place but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate individuals.

Our curriculum offer is simple: broad and balanced with an academic core. It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, maths, science and the humanities with a broader offer of suitable academic, vocational and technical qualifications. In recent years, our students have found much success in the creative arts – and this is a commitment we see in our curriculum offer for the next academic year.

We are looking to recruit experienced and newly qualified teachers who want to raise standards through the creation of vibrant and innovative classrooms. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build an amazing college that delivers excellence for every one of our students.

In your application, please outline why you would like to join Rye College, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,

Dom Downes  
Headteacher



## Job Description

<b>JOB TITLE:</b>	Attendance Officer
<b>GRADE:</b>	Single Status 6 Points 14-16 (FT Equivalent £25,994.00 - £26,835.00 p.a)
<b>HOURS:</b>	37 hours per week
<b>WEEKS:</b>	39 weeks per year –term time only
<b>RESPONSIBLE TO:</b>	Deputy Headteacher

### MAIN PURPOSE OF THE ROLE:

- The management of attendance and admissions data across the school;
- The oversight of attendance, admissions and destinations within the school;
- The liaison with students, parents, families, trust and local authority on all such matters.
  
- Be responsible for supporting, monitoring and improving and maintaining the pupil's details, attendance and assessment data within SIMS throughout the school to agreed annual targets and meet statutory regulations and procedures;
- Support the Attendance Policy through the administration of registration processes, following up and investigating absences, and working closely alongside pastoral colleagues in intervention work with students and families.

### KEY TASKS:

- Be responsible for the attendance and admissions databases for the college, maintaining and updating accurately on a day-to-day basis, including maintaining and updating the electronic registration system. Ensure confidentiality and security of data at all times;
- Be the first line of contact for families in relation to attendance, developing positive relationships and encouraging harder to reach students and families to engage. Make phone calls home to report on the first day of unaccounted absence of any students;
- Produce and distribute a variety of letters related to attendance, admission and destination issues on behalf of the head of college as well as attendance rewards and certificates;
- Be responsible for the improvement of attendance throughout the college and to meet the attendance targets using data from the attendance system to identify trends and to intervene appropriately, working alongside the senior leadership team and other colleagues;
- Recommend action to be taken and develop strategies to combat unauthorised and authorised absences, in consultation with the head of college, form tutors and other professionals;
- Hold meetings with students and families to discuss attendance and agree ways forward, including mentoring students with attendance issues and provide support for those students





returning to school after a period of absence. Monitor and evaluate interventions and suggest or make changes where necessary;

- Produce reports and statistics for the leadership team, pastoral team and external bodies as required on attendance, admissions and destinations. Be responsible for statutory reporting;
- Contribute to the development, implementation and evaluation of the school's policies and procedures in respect of school attendance, admissions and destinations;
- Monitor staff use of the electronic registration system and report to the leadership team repeated omissions, and to ICT support any technical problems;
- Support the training of new staff in using the electronic registration system;
- Undertake general clerical and reception duties as directed by the appropriate manager.

## Training

The Trust is committed to the development and progression of all staff. Colleagues are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## Safeguarding

All college based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## Variations

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



## Person Specification

### Attendance Officer

*Grade: Single Status 6 (Point 14-16)*

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
<b>Key Skills &amp; Abilities</b>	<p>Excellent communication and interpersonal skills and the ability to communicate with a range of audiences including other employees within the College, Governors, students and parents</p> <p>Able to converse at ease with customer and provide advice in accurate spoken English</p> <p>Ability to organise and prioritise work effectively in order to meet deadlines and to maintain high standards at all times</p> <p>Ability to respond proactively to unexpected problems and situation</p> <p>Ability to produce accurate and up-to-date records and reports as required</p> <p>Ability to develop and maintain efficient record keeping systems</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues</p>		Application form, Interview
<b>Education &amp; Qualifications</b>	GCSE Grade 'C' or equivalent in English and Mathematics		Application form
<b>Knowledge</b>	<p>A good knowledge of the work in a school</p> <p>Computer literate and efficient in use of Microsoft Office and databases e.g. SIMS</p>		Interview



	<p>Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities</p> <p>A knowledge and understanding of the needs of young people within an educational environment</p>		
<b>Experience</b>	<p>Experience of undertaking a range of clerical and administrative duties, including data input</p> <p>Experience of producing documents to a high standard</p>	<p>Previous experience of working in a school</p> <p>Coaching / mentoring experience</p> <p>Experience of inputting information into a database</p>	<p>Application form, Interview</p>
<b>Personal Attributes</b>	<p>Displays commitment to the protection and Safeguarding of children and young people</p> <p>Ability to demonstrate commitment to Equal Opportunities;</p> <p>Resilience</p> <p>Passionate about delivering excellent customer service</p>		<p>Application form, Interview</p>
<b>Other</b>			





## Occupational Health

This section is to make you aware of any functions you may be expected to perform or to which you may be exposed, in relation to the post you are applying for, which may have an impact on your health. If successful in your application, this information will help you identify any health related conditions which may impact on your ability to perform the job enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input checked="" type="checkbox"/>
Working with children/vulnerable adults	<input checked="" type="checkbox"/>
Moving and handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift/Night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and/or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood/body fluids	<input type="checkbox"/>

# Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes:

- Generous **annual leave package of 33 days** (including bank holidays) from day one;
- **Enrolment in the Local Government Pension Scheme** with employer's pension contributions of 20-23% (subject to annual review);
- Maternity, Paternity and Adoption leave;
- Sick pay entitlement rising to 6 months full pay / 6 months half pay after 5 years' service.

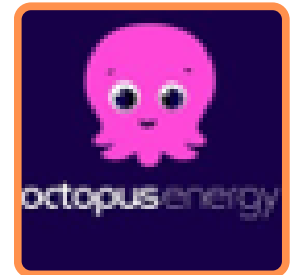


## Lease An Electric Vehicle



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car.

Available to eligible staff.



## Benefits through Enjoy Benefits



### Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

### Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.

## Blue Light Card

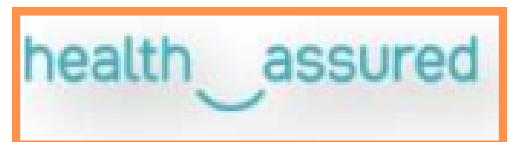


Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years access thousands of amazing discounts online and on the high street.



## Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.



## Supporting you with childcare...

Rye Community Primary School, Starfish Pre-school provides affordable high-quality childcare for the under-fives – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time childcare at our term-time pre-school between 8:30 am and 3:15pm. Starfish Pre-school: "Where the journey begins..."

