



THE  
**HOLMESDALE**  
SCHOOL

Swale  
ACADEMIES  
TRUST

## The Holmesdale School Recruitment Pack

# Attendance Officer



**The Holmesdale School**

**Malling Road**

**Snodland**

**Kent**

**ME6 5HS**

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## Letter from Nicki Hodges – Executive Headteacher

Dear Applicant

### ***Attendance Officer***

Thank you for expressing an interest in the advertised Attendance Officer post. We hope you will take a look at the information enclosed with this letter and, should you wish, visit our school prior to applying.

I have recently joined the school as Executive Headteacher and look forward to taking the school from being in a category to good. I am an experienced Headteacher who has already taken The North School from special measures to good in little over three years. To achieve this we ensured that expectations were high and we prioritised support and development for teachers and are proud of the fact that teachers there have become recognised experts in their fields and have gone on to support other schools and departments.

The Holmesdale School is a small school with excellent facilities and a new dynamic leadership team that is already driving up standards. Pupils are keen to learn, come to school regularly and are rarely late. The school has a staff body that are committed to improvement and are keen to welcome new teachers into their team. This school provides an exciting opportunity for teaching professionals to make a significant difference to pupils lives and also to develop their own career.

At The Holmesdale School, we recognise that there is much work to be done and we are now working with the Swale Academies Trust to rapidly improve the progress of pupils. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. Swale Academies Trust consists of a group of fifteen primary and secondary schools based in Kent and East Sussex. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

The successful applicants will therefore join a large dynamic organisation that puts learning at the centre of all that we do. At the heart of our desire to improve is a relentless drive to ensure that students make exceptional levels of progress. We therefore seek well-qualified, highly skilled, and enthusiastic leaders, who have the highest of expectations of both themselves, the staff and the students in their classes. We want leaders who enjoy working with a diverse staff and young people of all abilities and differing needs.

The Holmesdale School and Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and references.

As a Trust dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

We very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mrs N Hodges', written in a cursive style. The signature is enclosed within a hand-drawn, irregular rectangular box.

**Mrs N Hodges**  
Executive Headteacher

## Extract from Safeguarding Policy

### Introduction and Ethos

The Holmesdale School is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. The Holmesdale School recognises our moral and statutory responsibility to safeguard and promote the welfare of all children with their best interests at the centre of our work.

The Holmesdale School recognises the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected. As a staff, we are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Our school core safeguarding principles are:

- We are an important part of the wider safeguarding system for children.
- It is a whole school responsibility to safeguard and promote the welfare of children as its paramount concern.
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.

There are four main elements to our safeguarding policy

- **Prevention** (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
- **Support** (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

## **Job Description**

**School:** The Holmesdale School

**Job Title:** Attendance Officer

**Grade:** KR6

**Responsible to:** Assistant Headteacher

**37.5 hours per week, Monday – Friday, 38 weeks per year plus 5 INSET Days.**

### **JOB PURPOSE**

To work under the direction of the Assistant Headteacher (AHT)

### **PRINCIPAL RESPONSIBILITY**

To monitor and report on the attendance of students to ensure regular attendance at school and the safety of students. To provide support and information to parents and students regarding attendance issues.

### **Key accountabilities:**

- Take telephone calls each morning from parents regarding student absence and recording information accurately on SIMS.
- Home visits when required with Student Support Manager (SSM)/Community Principal/Assistant Headteacher.
- Notify LA of any CME's and EHE children using correct procedures and forms.
- Liaising with SSM about making any referrals to the LA in terms of Early Help Notifications/AS1's to PRU, Inclusion and Attendance Service (PIAS).
- Answer telephone queries from parents, Education Welfare Officer (EWO) and external agencies on attendance issues.
- Process registers daily for morning and afternoon sessions through SIMS Lesson Monitor.
- Liaise with and support parents of pupils with attendance difficulties including home visits in more severe cases by the EWO e.g. Safeguarding visits.
- Monitor students who are late to school, ensuring they are registered and the number of minutes late recorded.
- Produce the daily fire report.
- Carry out First Day Calling via texting service and direct telephone conversations.
- Ensure SIMS Lesson Monitor is kept up to date with reasons for absence.
- Inform AHT of attendance data weekly and update them with information as per school attendance action plan.
- Send letters to parents regarding absence, according to school attendance action plan.
- Issue Fixed Penalty Notice requests for submission to the Attendance Enforcement Team.
- Monitor Children in Care and report daily to Welfare Call.
- The management of SIMS Lesson Monitor.
- Prepare reports as requested for the EWO and Senior Management.

- Maintain attendance display board weekly.
- Collate and distribute attendance rewards termly.
- Check data on attendance for each census return (3 times a year).
- Attend daily Behaviour Panel Meetings and work as part of the Behaviour Team.
- Other administrative duties related to attendance and behaviour.
- Attend regular meetings with Community Principals/SSMs and Line Manager.
- Attend relevant area or county meetings to support role.

### **Health & Safety**

- Administer First Aid and monitor student health related issues.
- Organise visits by school nursing services for routine inoculations.
- Make decision on student's fitness to stay at school.
- To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.
- Chief Fire Officer.

### **Safeguarding**

The Holmesdale School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Holmesdale School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

## **Person Specification – available on request**

**Job Title:** Attendance Officer

**Grade:** KR6

**Responsible to:** Assistant Headteacher (AHT)



## **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.

All completed application forms must be sent either electronically to [Recruitment@themallingschool.kent.sch.uk](mailto:Recruitment@themallingschool.kent.sch.uk) or by post to the following address:

Recruitment Team  
The Holmesdale School  
Malling Road  
Snodland  
Kent  
ME6 5HS

## **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 four weeks 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
- Documentary evidence of identity that will satisfy DBS requirements
- 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 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
- Satisfactory completion of a Health Assessment
- Satisfactory completion of six month probation period (where relevant)
- Satisfactory checks, as may be required in accordance with statutory guidance, if you have worked or been resident overseas in the previous five years.

## **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.