

Dover Grammar School for Girls

Applicant Letter and Information



Attendance Officer

Term Time plus 5 training days


37 hours per week - KR5 (£19,335 to £20,483 pro rata)

Required: 1st September 2021



Dover Grammar School for Girls is an Outstanding Grammar School which fosters excellent academic standards combined with a strong and caring community. It is also an innovative school where staff are encouraged to look constantly at various ways of improving every aspect of our work. To summarise, it is a place where students can enjoy the very best education.

Dover Grammar School for Girls is committed to safeguarding and promoting the welfare of our students, so the interview will include questions relating to child protection. Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.

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Dover Grammar School for Girls

Attendance Officer

Required: September 2021



March 2020

Dear Applicant

Thank you for your interest in the post of Attendance Officer. This is an exciting opportunity to join the team at one of Kent's highest performing grammar schools. Dover Grammar School for Girls is a selective school with 683 girls in Key Stage 3 & 4 and a co-educational sixth form of 226 students. We have been oversubscribed for many years and have twice been rated 'Outstanding' by Ofsted, the latest inspection was 2013.

The successful applicant will join a highly professional and supportive pastoral team in a department that is crucial to the success and smooth running of the school. The successful candidate must demonstrate professionalism, be able to work on their own initiative as well as working as a team member and have a positive and 'can do' approach. The successful applicant will be aware of the importance of attendance monitoring as part of safeguarding and must have a capacity for building relationships with families.

This post requires an innovative hard working individual who is dedicated, diligent and flexible with a good knowledge of Microsoft office and Sims, and a willingness to learn other diagnostic attendance software. The ability to work under pressure and meet deadlines in an accurate and effective manner is essential.

In short, what makes our school special is that we are a diverse yet united group of individuals working together to ensure that our students, parents and the local community are provided with the highest academic standards, we work hard, but we enjoy what we do.

If you share our passion, energy, enthusiasm and relentless drive to ensure the progress of our students, within this close knit environment, then we look forward to receiving your letter of interest and completed KCC application form, which can be downloaded from our website and Kent Teach. To assist you in this process we have included a job description and person specification.

The closing date for receiving your application is midday, Friday, 25th June 2021 with interviews taking place on Wednesday, 30th June 2021.

Yours sincerely



Mr RCF Benson
Headteacher

Dover Grammar School for Girls

Attendance Officer

Job Description



Term Time Only plus 5 training days 35 hours per week
KR5

An Attendance Officer will be required to efficiently facilitate the administration and implementation of the School's Attendance Policy, and accurately input, record and maintain the school's electronic and paper Attendance and Late records.

The post holder may have the opportunity to become a safeguarding lead and take on additional duties by mutual agreement.

Attendance Officer Role: to include:

- To provide a direct, efficient and accurate attendance system which maintains and improves school attendance
- To build and improve a direct communication line between students, school and parents as directed by the Deputy Headteacher
- To build relationships with students, parents to ensure the importance of attendance is appreciated
- To help the school improve the overall percentage of students' attendance
- To provide efficient, daily, accurate attendance records am and pm and investigate any discrepancies
- To provide support, advice and guidelines to parents, students and staff
- To further develop positive and consistent communication between home and school
- To implement a system of rewards and sanctions related to attendance
- To help facilitate the needs of the individual student when planning reintegration following significant periods of absence
- To make attendance and punctuality a priority for all those associated, including students, parents, teachers and governors
- To carry out first day calling and communicate results to appropriate staff
- To administer and work with students who have been internally/externally excluded, to support attendance and reintegration
- When necessary, carry out home visits in connection with attendance issues
- To liaise with the Attendance and Inclusion Service, parents and students to ensure regular school attendance
- To promote knowledge of Child Employment legislation and deal with referrals to the Child Employment Officer at Area Office
- To administer correspondence to parents with regard to attendance and term time holiday requests
- Processing and distributing all communications by mail, email and telephone
- Maintaining accurate filing, data collection and record systems
- Ability to produce reports on request from data, such as form lists, medical information, etc. and keep the relevant parties informed
- Ensuring all procedures are undertaken in accordance with agreed policies, guidance and appropriate legislation
- The ability to use relevant technology/equipment with an effective use of software packages
- Responding accurately and efficiently to telephone enquiries
- Any other duties commensurate with the grade of the post as directed by the Headteacher

- Working as part of a team, determining priorities and meeting strict deadlines
- To liaise with Early Help and the School Nurse Team and make referrals as necessary
- To request penalty notices on behalf of the Headteacher
- To attend the local attendance network meetings
- To provide pastoral support if required
- Coordinate the detention system

Essential Experience and Qualities:

- Good standard of general education, including literacy and numeracy
- Excellent communication and presentation skills
- An able and articulate person with confidence, accuracy and competence in ICT, especially accurate data inputting
- High level skills in organisation, flexibility and ability to prioritise and manage effectively the routine demands of data
- Accurate and efficient keyboard skills
- Ability to set and keep to deadlines
- Proven ability to maintain confidentiality
- Ability to work in a variety of team roles and be able to use initiative
- Willingness and ability to learn and attend training courses
- Ability to develop and share expertise, knowledge and understanding of different systems, procedures and skills
- Patience, discretion and a sense of humour
- Self-awareness and sensitivity
- Willingness to work flexible hours if required
- Excellent attendance in present and past employment
- Dependable, punctual and reliable

Desirable Experience and Qualities:

- SIMS experience and other school systems
- School attendance experience
- Experience of working in an educational, pastoral or enforcement setting
- Knowledge of records and policies
- Sound judgement with ability to use own initiative
- First Aid qualified or willingness to take the appropriate training
- Safeguarding experience

This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Headteacher and the job description itself may be revised from time to time.

Dover Grammar School for Girls

Attendance Officer

Person Specification



- Enthusiastic support for the school ethos and interest in education
- Motivated and able to enjoy working with young people
- Calm, unflappable, good organiser with a sense of humour
- Patience, discretion, understanding and sympathy for different points of view
- Ability to work on own initiative and prioritise
- Ability to work in a variety of team roles
- Good interpersonal skills
- Listening and communication skills
- Confident and accurate in ICT