

Job Description and Person Specification

Job Title	Attendance Officer
Employment Status	Permanent Part-time
Working Pattern	8.00am to 4.00pm Monday to Thursday (3.30pm on Friday) half hour unpaid lunch break 37 hours per week for 37 weeks per year (term time plus 1 week)
Annual Salary	£24,632 (A19)
Actual Annual Salary	£19,900 including 5.01 equivalent weeks of holiday pay

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to:

Line management responsibility held by the Deputy Head (Pastoral) (Senior School). Ultimately responsibility to the Bursar & Chief Operating Officer, who has overall responsibility of Support Staff.

Responsible for:

The post-holder will provide an administrative and pupil-supervisory role in support of the Senior School's pastoral team through the monitoring of attendance and the supervision of pupils.

Main responsibilities:

Attendance

1. Monitoring the morning and afternoon registers, in liaison with the Main School Reception, the Health & Wellbeing Centre and co-curricular departments.
2. Entering daily authorised absences and ensuring accurate registration data is recorded.
3. Working with tutors to follow up any unauthorised absences with parents to ensure accurate registration data is recorded.
4. Working with the pastoral team to ensure that staff across the school record absence consistently and use codes accurately.
5. Entering authorised absences from lessons due to School-related offsite trips, activities (OSAs) and/or other learning activities taking place on-site but outside normal lessons.
6. Ensuring that whole school events are marked on the register as appropriate.
7. Working alongside the SEN & Pastoral Administrator to ensure absences due to internal or external exams are recorded accurately.
8. Contacting parents on the first day of any unauthorised pupil absence according to priority, by phone or email.
9. Maintaining a record of communications with parents and informing pastoral team where appropriate.
10. Monitoring and alerting the pastoral team to any concerning absence.
11. Generating daily, weekly and termly reports on attendance, lateness and other absence data.
12. Generating attendance data for termly Governor's meetings and/or reports.
13. Supporting the transfer of attendance data to the Local Authority, in consultation with the Deputy Head (Pastoral).
14. Working with the Deputy Head (Academic) on monitoring and tracking lesson registration.

15. Attending Pastoral Committee meetings as required.

Supervision of pupils and related activities

16. Supervising pupils in all areas of the School (classrooms and grounds) during break and lunchtime to ensure good and safe pupil behaviour.
17. Managing the lost property office.
18. Taking responsibility for the annual allocation, clearance and supervision of lockers, and reporting maintenance needs
19. Providing additional administrative support to the Academic Support Team, including in relation to reprographics and other support services.

Other responsibilities

20. Depending on experience, the successful candidate may be asked to support with the recording of staff attendance.

The above list is not exhaustive but summarises the key roles to be performed by the position holder. A willingness to respond supportively to changing circumstances or the changing needs of the School is part of working in a school environment and is expected of the postholder.

Pension

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

The closing date for this vacancy is **8.30am on Monday 16 September 2024** and completed application form and covering letter need to be sent to our HR Department via their email address HR@kesbath.com. Interviews will be held within a fortnight of the closing date.

Person Specification

Qualifications	Essential	Desirable
A good academic record, ideally educated to A level or equivalent	✓	
Excellent literacy and numeracy skills and a sound command of written English	✓	
Have undertaken Safer Recruitment and/or Safeguarding Training		✓
Knowledge and Experience	Essential	Desirable
Experience of working in an administrative role	✓	
Proficient in the use of Microsoft Office, e.g. Outlook, Word, Excel, Sharepoint etc with a willingness to learn the relevant databases and software used, especially SIMS. Necessary training will be provided.	✓	
Personal Qualities	Essential	Desirable
Excellent time management skills, meticulous attention to detail, and be able to prioritise	✓	
Responsible, punctual, calm and approachable	✓	
Excellent organisational skills.	✓	
Ability to maintain confidentiality and to approach all confidential matters with discretion, sensitivity, and diplomacy.	✓	
Excellent communication and interpersonal skills the ability to deal confidently with a variety of individuals, including senior level management.	✓	
Ability to work within a team	✓	
Demonstrate energy, enthusiasm, and the ability to work under pressure and meet deadlines	✓	
Flexible, adaptable to change and able to respond appropriately to a wide variety of unexpected situations	✓	
Be smart and professional in appearance	✓	
Have a reasonable degree of physical fitness in order to carry papers, etc., over a large site located on a hillside.	✓	
Ability to work in a way that promotes safety and wellbeing of children and young people	✓	