



## **Attendance Officer**

**NJC Salary Scale 18-22**

**Actual Salary £25,035-£26,827**

**Permanent - 37 hours per week**

**Term-time only**



Dear Applicant

Many thanks for expressing an interest in joining Fairfield High School for Girls. Within this pack you will find information about the school, job vacancy and the application process. This is an exciting and unique opportunity to work in an oversubscribed school and to make a contribution to shaping its future and continue building on its successes.

We are looking to recruit a self-motivated and conscientious Attendance Officer to join our dedicated Pastoral Team to monitor, analyse and improve pupil attendance and punctuality. Working within the Pastoral Hub at the heart of the school, the Attendance Officer will provide professional support to pupils, parents and carers and contribute to the provision of exceptional pastoral care across the school. This is an excellent opportunity for a dynamic and proactive individual with a flexible and strategic approach. If you are an effective team player with a positive and solution-focused approach to work then we would like to hear from you.

The purpose of this role is to promote the importance of school attendance in order to achieve the highest standards and encourage all pupils to be successful learners, confident individuals and responsible citizens. To succeed in this role, you will be resilient, flexible and be able to prioritise a demanding workload. You will lead relentlessly, providing a professional, efficient and effective administration of pupil attendance and punctuality, supporting the school to ensure the achievement of attendance objectives.

The successful applicant will be required to work 37 hours per week Monday to Friday, term time only. Working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am-3.30pm on a Friday with 30 minutes for lunch each day. To be successful in this application, you must be able to demonstrate that you can actively contribute to the high expectations and achievements of the school. In your application, please link your skills, knowledge, experience and personal qualities to the requirements of the post, as described in the job description and person specification. We want you to tell us why you are the right person for the job.

If you wish to discuss this non-teaching pastoral support role, please contact the Assistant Headteacher – Mrs Ruksana Rasul – [rrasul@fairfieldhighschool.co.uk](mailto:rrasul@fairfieldhighschool.co.uk)

Fairfield is a great place to work; teachers are able to teach and pupils make outstanding progress as we have high standards and expectations. However, we acknowledge that there is always room for improvement and we strive to be the very best we can. If you wish to work in such an environment, please give us your serious consideration.

I look forward to receiving your application and thank you in advance for the interest you have shown. Tours of the school are welcomed.

Yours sincerely

Handwritten signature of Mrs Stephanie Bateman

**Mrs Stephanie Bateman**  
**Headteacher**

## Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people. Fairfield High School for Girls is a successful single sex school, a single academy trust, of just under 1,000 11-16 year olds. Our current examination performance places us consistently as Tameside's highest performing school. Not only do pupils at Fairfield attain much higher success ratios than pupils nationally, they also make excellent progress from their starting points. The school's aim is to get the very best from each pupil; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities.

The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts pupils from more than 35 different primary schools within four different local education authorities. We are part of Tameside Local Authority which provides a supportive and professional advisory service.

Our Progress 8 score for 2023 is +0.68 for all pupils and +0.35 for disadvantaged pupils. We are delighted that the improvements made in the school have been given public acknowledgement.

## Our School's Purpose is...

To inspire pupils to achieve and guide them to be:

- **Successful learners** who enjoy learning, make outstanding progress, achieve outstanding academic results and are ready to meet the challenges of lifelong learning and the world of work;
- **Confident individuals** who are fully engaged in the life of the school and are able to live safe, healthy and fulfilling lives;
- **Responsible citizens** who are able to make a positive contribution to life in Modern Britain and beyond.



## Whole-School Priorities 2023/24



**successful learners**

The knowledge-rich, ambitious curriculum leads to all pupils making outstanding progress in all subjects.



**confident individuals**

We promote a culture of outstanding personal development within our school and the wider community.



**responsible citizens**

All pupils have outstanding attitudes and behaviour showing respect, kindness and inclusivity.

## Our Vision of Fairfield High School for Girls is...

For the Trustees, Headteacher, Senior Leadership Team and all staff to work together within a tradition of care and service to promote the highest academic standards for all our pupils. Education at Fairfield High School for Girls is a transformational experience, which is realised through daily personal and academic excellence. We have very high expectations of behaviour and appearance reflecting excellent standards in the classroom and we pride ourselves on achieving outstanding progress for all. Our vision is to ensure that Fairfield pupils are **successful learners, confident individuals and responsible citizens**.

As a truly exceptional forward thinking school with high expectations for all learners through a relentless approach to overcoming barriers to learning and evidenced by high standards of achievement across all ages, regardless of background.

- A learning centred school which strives to nurture and develop the talents of all of its pupils.
- A vibrant, tolerant and aspirational school community characterised by high levels of staff and pupil happiness and mutual respect, underpinned by pride, ambition and a commitment to achievement and enrichment for all.
- A school community where all staff are committed to the 'lifelong learning' ethos running through personalised professional development underpinned by a collaborative coaching culture which promotes and nurtures all staff to sustain excellence and develop further.
- A school that truly works in the community, with the community and for the community.
- A financially efficient school that can provide for itself, think for itself and utilise resources to maximise the best outcomes for all.
- A school that provides a relevant, purposeful and inspiring curriculum for all pupils enabling them to be active citizens in a modern diverse British and global community.

## Our School's Values are...

We want everyone working in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect. We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing 'outstanding progress for all'.



## Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, a Deputy Headteacher, a Senior Assistant Headteacher, four Assistant Headteachers and the Finance and Business Manager. The Senior Leadership Team are supported by the Headteacher's PA, the Assistant School Business Manager and the Company Secretary. We have circa 65 teaching staff and 45 support staff.

The school is also supported by a committed and enthusiastic Trust Board, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and 'in-house' best practice sessions. We also work with a group of other schools to support teacher training in middle management and excellent classroom practice.

## Our Location

The school is based in Droylsden, mid-way between Manchester and Tameside. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business parks and Manchester city centre.

Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our pupils live in Tameside and the surrounding boroughs but we take pupils from other parts of Manchester and also other authorities.

## Our Vacancy

**Start Date:** 1<sup>st</sup> September 2024

**Closing Date:** 9.00am on Wednesday 3<sup>rd</sup> July 2024

**Grade/Salary:** NJC Grade 18-22 Actual Salary £25,035 - £26,827

**Contract Type:** Permanent, 37 hours a week, term-time only  
Working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am-3.30pm on a Friday with 30 minutes for lunch each day

**Interview Date:** w/c Monday 8<sup>th</sup> July 2024 at a date to be confirmed

# Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than two sides of A4 paper (minimum font size 10). You may include examples from previous paid, unpaid or voluntary experience.

**Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate during the application process.**

Please ensure that you provide an up-to-date email address with your application as we contact candidates electronically rather than by post.

The completed application form should be emailed to [recruitment@fairfieldhighschool.co.uk](mailto:recruitment@fairfieldhighschool.co.uk)

Or posted to:

Admin Department  
Fairfield High School for Girls  
Fairfield Avenue  
Droylsden  
Manchester  
M43 6AB

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for interview. If you do not hear from us within two weeks of the closing date, please assume that we will not be calling you for interview on this occasion.

For additional information about the school please visit the website [www.fairfieldhighschool.co.uk](http://www.fairfieldhighschool.co.uk)

## Background Checks and Safeguarding Pupils

Fairfield High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

## Thank you

Thank you for considering Fairfield High School for Girls and we look forward to receiving your application.

# Job Description

## Attendance Officer

### Permanent – 37 hours per week, Term-Time only

Working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am-3.30pm on a Friday with 30 minutes for lunch each day

#### Responsible to:

- The Headteacher
- The Senior Assistant Headteacher for Pastoral
- Assistant Headteacher for Personal Development and Attendance

#### Responsible for:

- Leading, developing and managing systems, structures and processes which underpin excellent attendance to support the school's aim of improving whole school attendance and punctuality.
- Providing an effective support service administering and maintaining pupil attendance records for the school.
- Removing barriers to attendance and support pupils, and their families, in attending school regularly and getting the most out of their education.
- Ensuring efficient systems and communication which support the highest standards of pupil attendance and punctuality, welfare and safeguarding, and positive communication with parents/carers and relevant external agencies.

#### Post Purpose:

- The core purpose of the role is to provide a professional, efficient and effective administration of pupil attendance and punctuality. You will be responsible for administering all aspects of pupil attendance working closely with colleagues, parents and carers.

#### Working relationships:

- Headteacher and Senior Leadership Team
- Pastoral Faculty
- Heads of Year / Assistant Heads of Year
- Faculty and Subject Leaders
- Form Tutors
- Teaching and Support Staff
- Pupils, Parents and Carers
- External Agencies

#### AREAS OF RESPONSIBILITY

##### Safeguarding and Wellbeing:

- To support and promote safeguarding and pupil welfare procedures.
- To be a visible presence around the school on a daily basis including before school, after school, break and lunchtime duties.

## **Attendance and Punctuality:**

### **Strategic**

- To provide an efficient and accurate monitoring service for attendance and punctuality.
- To lead on identifying pupils with 90% and below attendance, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality. Effective intervention will involve liaison with parents/carers and may involve external agencies to address the specific needs of individual pupils. It will also involve devising and developing a range of alternative actions to promote attendance.
- To provide pupils, parents and carers with an effective advice and support service, be a link between home and school, involving other agencies as appropriate.
- To make referrals to external agencies and to liaise and collaborate with external practitioners, educational colleagues, local agencies and community groups.
- To complete home visits and invite families into school, keep records of these visits, in order to pursue concerns about attendance and welfare issues. To formulate, during these visits, strategies for dealing with the issue, propose appropriate strategies for the family and to deal with the consequences.
- To represent the school at multi-agency strategy meetings where attendance concerns exist and implement core group recommendations in the field of attendance and education.
- To work with Pastoral leaders, Heads of Year, Assistant Heads of Year and Form Tutors regarding pupil absence, develop strategies to support pupils in improving attendance and punctuality, implementing measures necessary to improve individual and Year group attendance.
- To monitor the attendance of specific groups of pupils (pupil premium, Looked After Children, pupils with SEND, pupils attending on part-time timetables).
- To prepare and review all required attendance reporting for both internal (Headteacher, SLT, Trustees) and external (persistent absence, missing from education) bodies.

### **Operational**

- To monitor punctuality, signing in late pupils during morning gate duty, completing registers for lates detentions, escalating pupils who do not attend and updating the daily lates tracker.
- In the event of unauthorised absence, take responsibility for 'First Day Calling' and SMS and any subsequent action, i.e., information relevant teaching personnel/parents/carers, following up on absences without an excuse by the end of the school day.
- To prepare cases on non-school attendance for the attention of the Exclusion, Behaviour and Local Authority panels.
- Manage the interface and referral system for LA Education Welfare Service and formal non-attendance procedures including Fixed Penalty Notices.
- Ruthlessly pursue the collection of evidence for medical appointments and illness.
- Ensuring the efficient use and service of the school's Lesson Monitor system; retrieving all absentee messages and enter the information in Lesson Monitor 'Comments' box.
- To delegate and oversee, within the team, the daily processes for checking pupil attendance at school and within lessons, and for sanctioning lateness.
- Participate in Pastoral Year Team meetings to plan and advise on further action
- Support full cohort attendance at external examinations.
- To update absences of LAC pupils via the relevant local authority portal, liaising with the Lead of LAC pupils.
- To ensure the fire registers are printed every morning by approx. 10.00am on a daily basis.



- To produce data to support attendance letters to parents/carers regarding any unauthorised absence on a weekly basis as requested and upload letters as produced.
- To produce LEA and Government Attendance returns as required.
- To liaise with Year teams to ensure information on dual registered or pupils educated elsewhere is updated regularly and accurately recorded on SIMS.
- To oversee and maintain accurate part-time timetables, to ensure all parties are clear regarding expected attendance and review of timetables, and have responsibility for the pupil signing in and out system, ensuring that relevant safeguarding protocols are adhered to in relation to pupils with risk assessments or part time timetables.
- To establish positive relationships with parents/carers, staff and outside agencies in line with the school's vision and values, demonstrating the ability to address sensitive matters with a caring manner maintaining confidentiality at all times.
- To support children who have a range of social, emotional and behavioural problems.
- To assist with effective provision within the Pastoral Hub.
- To have shared corporate responsibilities as a member of the Pastoral Team as well as individual responsibilities relating to the role.
- To carry out other duties that may reasonably be required by the Headteacher and Senior Leadership Team.

#### **Professional Development:**

- To continue own professional development as agreed with your line manager.
- To attend and participate in appropriate training meetings and other learning activities.
- To actively engage in the Performance Management process for support staff.
- To develop constructive working relationships and communicate effectively and professionally with other staff.

#### **Staff Meetings:**

- Participating in meetings at the school, which relate to the curriculum for the school or the administration and organisation of the school, including pastoral arrangements.

#### **School Ethos:**

- To fully comply with the school's Policy for Child Protection and Safeguarding (and related policies) to promote and safeguard the wellbeing of all young people at all times.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- To support the school in meeting legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To proactively promote an atmosphere of mutual support, respect, recognition and celebration of the diversity in our school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will attempt to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with disabilities or continued employment for any employee who develops a disabling condition.

This job description is written at a specific time and is subject to change as the demands of the school and the role develops. The role requires flexibility and adaptability and employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

# Person Specification – Attendance Officer

In your application for Attendance Officer, please demonstrate how you meet the following criteria:

	Essential	Desirable
<b>Qualifications/Training/Knowledge:</b>		
GCSE Maths and English (Grade 4/C or above) or equivalent.	✓	
Educated to A level or above.		✓
<b>Experience/Skills:</b>		
Excellent IT skills, especially Excel, Word and Outlook etc.	✓	
Previous experience in a similar role.		✓
Monitoring and evaluating systems.	✓	
Working to deadlines and undertaking analysis.	✓	
Liaising professionally with various stakeholders both internally within an organisation and externally.	✓	
Problem solving and analytical skills.	✓	
Leading and working as part of a team.	✓	
Working in an educational setting.		✓
Working under pressure.	✓	
Recording information and writing reports with attention to detail.	✓	
Working to tight deadlines.	✓	
Manipulating and analysing data in different formats.	✓	
Prioritising workload and acting on own initiative to complete tasks.	✓	
Leading, training and motivating staff.		✓
<b>Knowledge and Understanding of:</b>		
GDPR and data protection.	✓	
The education system and life in a comprehensive school.		✓
School data systems – SIMS.		✓
Microsoft Office programmes.	✓	
Safeguarding and child protection.	✓	
A professional telephone manner.	✓	
Able to develop relationships and communicate effectively and professionally with parents/carers, colleagues, students and outside agencies either by telephone, written or face-to-face.	✓	
Able to multi-task and work to deadlines with accuracy and attendance.	✓	
Able to analyse data and develop action plans accordingly.	✓	
Able to present information to a variety of audiences.	✓	
Able to motivate students and provide strategies for overcoming barriers to attendance.	✓	
Able to work collaboratively with colleagues at all levels.	✓	
Able to work unsupervised and act upon own initiative to make decisions.	✓	
Driving license and regular access to a car insured for business use.		✓
<b>Personal Qualities:</b>		
Flexible and adaptable in your approach to the job.	✓	
Able work on your own initiative.	✓	
Able to communicate effectively with all stakeholders.	✓	
Able to treat information confidentially.	✓	
Able to present documents with attention to detail, good presentation, spelling, grammar and punctuation.	✓	
A good team player	✓	
Willing to participate in staff training.	✓	
Enthusiastic and committed.	✓	
Professional in your conduct.	✓	