



Job Description

Grade Profile – Attendance Manager

POST TITLE:	Attendance Manager
GRADE/SALARY	Grade 6 Points 11 – 19 £27,269 - £31,067 full time equivalent salary £23,644 – £27,698 actual salary
CAR USER:	NA
LOCATION:	Mount Carmel RC High School
REPORTING TO:	The Deputy Headteacher responsible for the Pastoral Life of School
STAFF RESPONSIBLE FOR:	NA
Working Hours:	37 Hours per week: Term Time plus 1 week (additional 37 hours over the academic year). 8:00am - 4:00pm Monday – Thursday 8:00am – 3:30pm Friday
JOB PURPOSE:	The main objectives to be achieved by the Postholder
To deliver established procedures to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning, including attendance and behaviour.	
MAIN ACTIVITIES: Accountabilities/Responsibilities of this post	
<p>Key duties</p> <ol style="list-style-type: none"> 1. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school. 2. Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance. 3. Work with subject leaders on linking attendance to achievement and attainment, including links with SEN. 4. Co-ordinate the preparation reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Supervise a team of pupil support staff. 2. Provide support and guidance to other support staff. 3. Support the transition of pupils between phases. 4. Supervise pupils excluded from class or those following alternative timetables. 5. Contribute to the development of activities to encourage family involvement in the school. 6. Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence. 7. Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance. 8. Provide advice and support to parents / carers of excluded pupils 	

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out.

PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

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 endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



Person Specification

Attendance Manager

Requirements (based on the job description)

Qualifications

- 5 GCSE's (or equivalent) including English and Mathematics Grade C and above (or equivalent level 5 or above)
- Further Education qualifications: A level's/BTEC/Degree

Experience

- Experience of working with children
- Extended experience of administrative work

Knowledge/skills/abilities

- Ability to relate well to children
- Ability to work as part of a team
- Good communication skills
- Time management skills
- Organisation skills
- Knowledge of the concept of confidentiality
- Ability to make effective use of IT
- Flexible attitude to work
- Requirement to preserve and develop the Catholic Character of the school
- Knowledge of SIMS

Other

- Commitment to undertake in-service development
- Commitment to undertake relevant training and professional development
- Commitment to safeguarding and protecting the welfare of children and young people
- Commitment to equality and diversity
- Commitment to health and safety
- Must maintain good attendance at work

Essential (E) or Desirable (D) **To be identified by: (e.g. application form, interview, reference etc.)**

E	Application
D	Application
E	Application/Interview
E	Application/Interview
E	Application/Interview
E	Application/Interview
E	Application/Interview
E	Interview
E	Application/Interview
E	Application/Interview
E	Interview
D	Application/Interview
E	Interview
E	Interview
E	Interview
E	Interview
E	Interview
E	Application/Interview

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APPLICATION PROCESS

Posts that involve engaging in regulated activity relevant to children.

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

Application Process

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings. The letter of application should

- Be accurate and legible.
- Be underpinned by an overall philosophy and have an understanding of Catholic education and how you will support the distinctive ethos of the school.
- Be clear and concise clearly outlining how your experience has prepared you for the post.

Return application forms and supporting documentation to vacancies@mountcarmelhigh.lancs.sch.uk

Note: We will always consider your references before confirming a job offer in writing. Standalone CV's will not be accepted.

Please read the Application Guidance Pack located on the school website for guidance on how to complete an application form.

The Job description, person specification and application form are available from our website: www.mountcarmelhigh.co.uk.

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure. As this post is exempt from the Rehabilitation of Offenders Act, if you are shortlisted for interview, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act.

Further details will be sought prior to appointment. Please see the Recruitment Guidance pack on our website for further information. An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

Re-employment of Ex-Offenders.

Please see the Recruitment Guidance pack on our website for further information: www.mountcarmelhigh.co.uk

Child Protection Policy Statement

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice, and which behaviours should be avoided.

Safeguarding & Child Protection Policy Please see the Recruitment Guidance pack on our website for further information: www.mountcarmelhigh.co.uk

Shortlisted Candidates

Please note that in line with Keeping Children Safe in Education guidance an online search will be carried out as part of our due diligence on shortlisted candidates.