

## THE HOLT SCHOOL

Holt Lane

Wokingham

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### Part Time Attendance Officer

**To start as soon as possible**

**21.25 hours per week**

**Monday to Friday 8:15 am and 12:30 pm. Term time only**

**Rate of pay: Grade 4 Scale Point 18-21**

**£9.78- £10.64 per hour**

**Actual Salary £8,990 per annum**

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011.

The successful applicant will manage all attendance administration; including following up student absence, producing all relevant correspondence and data reports for Heads of Year.

The successful candidate needs to demonstrate excellent organisational, administrative and time management skills. Previous experience working with data would be useful. The ability to work in a team and use their initiative as well as a good knowledge of Microsoft Word, Excel and Outlook is essential. Knowledge of the SIMS programme would also be beneficial but training can be given.

**[Application forms](#) and recruitment pack are available to download from the school website**

**Please note that we are unable to accept CVs.** If you would like to discuss this post, please contact Mrs Kay Maynard, Student Support Manager.

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 posts are subject to an enhanced Disclosure and Barring Service Check.

**Applications will be reviewed as they are received and interviews arranged accordingly**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b>	Attendance Officer	<b>Reviewed:</b>	October 2018
<b>Reports to:</b>	Student Support Manager	<b>Hours of work/FTE</b>	21.25hrs per week, term time only
<b>Grade/Pay Scale:</b>	4	<b>Employment Status</b>	Permanent
		<b>Work Pattern</b>	8.15am-12:15pm

**To be line managed by: Student Support Manager**

At The Holt School this will involve:

1. Keeping accurate attendance records in Lesson Monitor by:
  - a. Entering absence information from the absence line and HoltAdmin email address
  - b. Entering lates and absences from the signing in/out book
  - c. Empty the registers daily of absence letters and update SIMS
  - d. Updating SIMS with exclusions, trips, examinations and absence notes
  - e. Updating SIMS with attendance data for students educated elsewhere
  - f. Ensuring registers are taken by monitoring the missing registers reports and chasing staff accordingly
  - g. Sending texts home to parents of students late to registration.
2. Contact Parents using Intouch system on 1<sup>st</sup> day of absence in accordance with the schools attendance policy
3. Generating absence letters to parents in accordance with the schools attendance policy
4. Producing reports to identify students with poor attendance, unexplained absences, broken weeks and other information as required by the Deputy Headteacher
5. Generating attendance and punctuality figures weekly and annually for Heads of Year and Deputy Headteacher
6. Check the attendance of outside students and inform the relevant schools of any students missing
7. Assisting Holt School staff in the use of Lesson Monitor and help resolve queries on attendance from tutors in a timely manner
8. To make contact with parents regarding absence, as requested by Heads of Year and identify problem areas.
9. Contact parents on first day of absence. Inform Head of Year of absences or missed lesson. Provide data for Head of Year re attendance for Year 12 and 13.
10. Complete Referral for Service form/MARF/CAF etc. as required by Head of Year/Deputy Head.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Headteacher

<b>Person Specification: Attendance Officer</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Professional Experience in a suitable role		✓
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
Excellent IT skills - extensive knowledge of Word, Excel, Powerpoint, Publisher and Outlook	✓	
Previous experience working with data		✓

<b>Skills</b>		
Patient, calm and able to work under pressure	✓	
High level of organisational skills – identify and solve problems	✓	
Efficient administrator – to know when to take the initiative	✓	
Flexible and adaptable – within departmental protocols/procedures	✓	
Good communication skills – orally and written	✓	

<b>Personal Qualities:</b>		
Discrete and confidential	✓	
Resilient – Able to deal with difficult situations	✓	

<b>Committed to:</b>		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓

## About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eighth form entry in the main school and a co-educational sixth form making a total roll of 1254. The Holt is one of 11 secondary schools in Wokingham town.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extend to 13 acres and form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication from its staff as well as the hard work from the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with 58% of entries achieving A\*AB and 31% A\*A.

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

"To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society."

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

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