



Application pack for the post of:

Attendance and Administration Officer

37 hours per week, term time only plus 2 INSET days, permanent contract

Closing date: Midnight Sunday 03 October 2021

Interview date: Wednesday 06 October 2021

"In Christ we flourish"

Saint Gregory's, Bath
Combe Hay Lane, Bath, BA2 8PA
T 01225 832873
www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Attendance and Administration Officer** at Saint Gregory's, to start as soon as possible.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard. We are an inclusive school that places the student at the heart of everything we do. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring that all of our students grow and develop a love of learning, participate fully in the life of the school and embrace many of the opportunities on offer.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for the safeguarding and wellbeing of our staff and students and we are committed to following safer recruitment practices to ensure we provide a safe environment for our students to flourish.

We are seeking a talented Attendance and Administration Officer with the drive and enthusiasm to support our students on their learning journey through secondary school. If you are successful you will be joining an established, successful and highly skilled team with outstanding career development opportunities.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at Saint Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. By working together as a team, we aim to provide the very best opportunities for all our students and staff. We value each other and the contribution each member of the team brings, making Saint Gregory's a wonderfully vibrant and supportive place to work.

If you possess the necessary skills and experience and are excited by this opportunity to join our team please submit your application by midnight on **Sunday 03 October 2021**. Interviews will be held on Wednesday 06 October 2021 although we may interview early for exceptional applicants.

If you have any further questions please do not hesitate to contact Mrs Tuke, Director of Pastoral Care, by email at tukes@st-gregorys.org.uk.

Yours faithfully

Ms A Cusack
Headteacher

Attendance and Administration Officer

Post: Attendance and Administration Officer
Contract type: Permanent, term time plus only plus two INSET days
Hours: 37 hours per week
Salary: Grade 3 SCP 5-6, £19,312 - £19,698 full-time equivalent, actual £16,296 - £16,621
Closing date: Midnight, Sunday 03 October 2021
Interview date: Wednesday 06 October 2021

This is an excellent opportunity for a talented and enthusiastic Attendance and Administration Officer looking for a wide ranging, challenging and satisfying career supported by a professional and progressive Team. We are seeking to appoint an inspiring colleague who is organised, able to balance a varied and busy workload with high attention to detail and who is comfortable inputting, analysing and reporting on data.

The successful candidate must be a team player as this role offers the opportunity to work closely with many members of the School staff. Confidence and a positive attitude are key attributes required to manage face to face queries from students and staff as well as an excellent telephone manner with a willingness to help.

We encourage all candidates interested in applying for this post to submit their application as soon as possible and before the deadline of Sunday 03 October 2021.

Why you should join Saint Gregory's:

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- Outstanding professional support to help you develop your career
- A vibrant and dynamic student body that deserves the very best in teaching and support
- A rewarding and dynamic job role making a real, lasting and positive impact
- A positive and innovative learning culture where well-being and workload are effectively managed
- Access to the Local Government Pension Scheme

For an open conversation about the role, please contact Mrs Tuke, Director of Pastoral, by email at tukes@st-gregorys.org.uk to arrange a suitable time.

About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2019 we were recognised once again as an 'Outstanding' secondary school in our Section 48 Diocesan Inspection, highlighting our school as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by Money Supermarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy. All responsibilities in this job description relate to the Governing Body of St Gregory's, and its committees.

The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement plus rigorous pre-employment checks.

Key Areas of Responsibility

1. Core Purpose, Duties and Responsibilities

- 1.1 To contribute to raising achievement by improving school attendance.
- 1.2 To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- 1.3 To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- 1.4 To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- 1.5 To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
- 1.6 To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- 1.7 To meet with school staff, students and parents to identify individual problems and possible solutions.
- 1.8 To make unsupervised contact with families in response to allocated referrals, i.e. home visits and/or meetings in school.
- 1.9 To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- 1.10 To initiate appropriate legal action with Education Welfare Service (EWS) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.
- 1.11 To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input. To liaise and work with other members of EWS as well as other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations.
- 1.12 To keep clear and concise records of all consultations and to write any other reports, i.e. annual action plan and summaries, as required for the school.
- 1.13 To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- 1.14 To manage and prioritise your own workload in line with service requirements.
- 1.15 To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- 1.16 To support pastoral and learning managers and senior managers in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.

- 1.17 To provide administration for the pastoral team
- 1.18 To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- 1.19 To be adaptable, imaginative, creative and flexible in approach to the work.
- 1.20 To be self-motivated with the ability to identify your own training needs and a willingness to attend relevant training courses or other training.
- 1.21 To be prepared to attend meetings outside of office hours when necessary.
- 1.22 To promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- 1.23 To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- 1.24 To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- 1.25 To ensure compliance of Data Protection at all times.

2. Post dimensions

- 2.1 Number of staff managed: None
- 2.2 Departmental budget: None
- 2.3 Section budget: None

3. Physical Effort and Working Environment

- 3.1 The post is not subject to any physical effort or strain in excess of work in a day to day office environment.
- 3.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment.

4. Supervision received

- 4.1 The post holder will be directly managed by the Director of Pastoral Care.

5. Contacts

- 5.1 Teaching staff, support staff, parents, students, external agencies

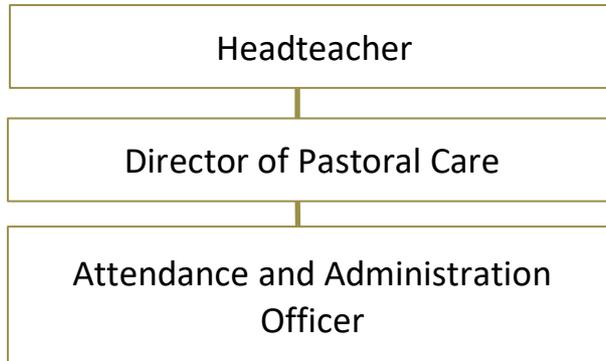
6. Additional Responsibilities

- 6.1 This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.
- 6.2 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

7. Special Notes and Conditions

- 7.1 The regular hours of this post are 8.30am – 4.30pm, Monday – Thursday and 8.30am-4.00pm on Friday. This post is offered on the basis of term time only plus two INSET days.
- 7.2 All employees of St Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.
- 7.3 This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.

8. Organisational Management Chart



Person Specification

Attendance and Administration Officer	Essential	Desirable
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	
Qualifications and professional development		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
Experience/Knowledge		
Experience of working in a busy office environment	✓	
Comprehensive experience of MS Word and MS Excel and good all round computer literacy	✓	
Experience of leading on projects	✓	
Experience of dealing with sensitive data		✓
Experience of working in a school setting		✓
Skills and attributes		
Excellent IT skills	✓	
Excellent communication skills	✓	
Excellent organisational skills	✓	
Flexible attitude to work	✓	
Resilience and calmness	✓	
Initiative in undertaking tasks, ability finish tasks and meet deadlines	✓	
Personal Attributes		
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Willingness to listen to, reflect and act on feedback	✓	
Child centred approach to working	✓	
A positive role model for students and staff	✓	
Supportive of Christian ethos of school	✓	
Emotionally intelligent	✓	
Calm under pressure	✓	
Organised and punctual	✓	
Willing to contribute to the wider life of the school		✓

Applications

Closing date: Midnight on Sunday 03 October 2021

Interviews: Wednesday 06 October 2021

Applicants are asked to submit their application to the HR Department by email to hr@st-gregorys.org.uk.

All of our vacancies are also advertised online at www.TES.com where there is the facility to complete and submit your application online. Please visit our [TES Career Site](#) for further information.

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

For an open conversation about the role, please contact Mrs Tuke, Director of Pastoral, by email at tukes@st-gregorys.org.uk to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification, overseas certificates of good conduct and the right to work in the UK.

All staff are expected to undertake comprehensive child protection training and must share in the school's commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



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Bath

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