



Caterham High School
Strive, Succeed, Surpass



Job Title: Attendance Manager

Grade: LBR6, scale point 18 to 20. Pro rata actual salary: £30,765.00 to £31,688.00

Hours of work: 36 hours per week, term time only plus 10 directed days

Responsible to: Assistant Headteacher

Date of Job Spec: November 2024

Required: January 2025.

We are looking to recruit a self-motivated, well organised and friendly person to join us as our Attendance Officer to ensure high attendance of pupils across the school. You will be working closely with the Assistant Head with responsibility for attendance.

This role is likely to suit an individual with excellent interpersonal skills, looking to develop in a school environment. You should have experience of using data to support and drive improvements. Experience in a similar role is advantageous.

Candidates should have excellent ICT, telephone and research skills and have experience of working in a busy and demanding environment. You will need to enjoy working with young people, be flexible, have a positive approach and be able to manage time to meet deadlines.

The role involves interactions with senior leaders, students, staff, parents and the wider community. You will need to be able to communicate clearly and positively and have a commitment to children’s wellbeing. This role offers an opportunity to play a significant part in our wonderful inclusive school community.

We are justifiably proud of our ‘Good’ Ofsted judgement which recognised our positive learning environment, caring community and ‘strong culture of safeguarding’. Our students “conduct themselves in a calm and orderly manner around school and behave well in lessons” (Ofsted, June 2022). Our high aspirations for all students were recognised by Ofsted through our commitment to provide an exceptional education for all our students.

A key strength of Caterham High is our community. We are a values-driven community that upholds five core values as part of “The Caterham Way”: Believe, Connect, Innovate, Persevere, and Excel. These values serve as a guiding force for both staff and students, shaping the culture and environment of the school. As an East London school, we celebrate our diversity rigorously promoting inclusivity and equality.

We look to provide development and training opportunities for all staff. Appropriate training and guidance will be provided for this post holder so that they can fulfil all aspects of the role.

Headteacher: Ms Belinda Chapple
Caterham Avenue, Ilford, Essex, IG5 0QW.

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Caterham High School is well-equipped and has good facilities. We also have two Provisions: one for Deaf children and one for children with Autism. We believe that our facilities are an essential component of our students' education, and we take pride in maintaining them to a high standard.

Our staff are well known as friendly and welcoming. The senior team seeks to support good health and wellbeing for all staff, including consideration for flexible working. There are staff activities such as football, badminton and textiles. Staff have free access to our fitness suite and free parking.

Please visit the website to find further information and videos about Caterham High.

Completed application forms should be e-mailed to recruitment@ecaterham.net by Tuesday 31st December 2024

Interviews will be scheduled during the week beginning Monday 6th January 2025.

However, please note, the school will assess applications immediately on application and reserves the right to interview and appoint a suitable candidate before the closing date, and/or shortlist via online activities.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Clearance.

In accordance with KCSiE, Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes. Further details are available from the LGA guidance note. If you would like to discuss this further, please contact the school.

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Hours of work: 36 hours per week, term time only plus 10 directed days

Responsible to: Assistant Headteacher, SLT

Date of Job Spec: November 2024

Core Purpose

To contribute to improving school attendance by ensuring timely and accurate recording of attendance information, effective analysis and deployment of impactful interventions to improve overall attendance and punctuality in line with the school’s strategic aims.

To contribute to raising achievement by improving school attendance by:

- Working with students and families, including those hard to reach, to identify the reasons impacting on the attendance of individual students and to facilitate their return or access to regular, full-time education provision
- Establishing and developing a professional service to support the school, its staff, students and parents, in raising attendance, overcoming persistent absenteeism and improving punctuality
- Advising the school on strategies to promote the regular and punctual attendance of all students. Assisting with the implementation of these strategies, analysing the effectiveness of them and reporting back to ensure that best practice is always being used.
- Ensuring robust communication of key messages with regard to attendance to all stakeholders

Liaising with a range of staff including SLT lead for attendance, School Business Manager, SLT, Heads of Year, Teachers, and administration staff.

Attend meetings as necessary including morning briefings, INSET and relevant CPD.

Employees are expected to be courteous and always provide a welcoming environment to visitors and telephone callers.

Core duties and responsibilities

- To ensure awareness and establish the link between attendance and attainment with school staff, students and parents and work proactively to successfully establish a culture of high attendance.
- To manage the G4S and SIMs attendance module ensuring all attendance and punctuality data is promptly and accurately recorded and in line with attendance regulations.

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- To be responsible for managing and maintaining the attendance tracker, working closely with Heads of Year and other key staff to establish target groups and proactively support strategies to address attendance of these groups.
- To establish the reason for non-attendance, make assessments and agree with families a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To ensure that all registers are correctly and rigorously completed, that no missing marks or unexplained absences remain, and that correct attendance codes are entered in class registers and on G4S. This includes identifying incomplete registers and reminding staff to complete them.
- Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents and carers are kept. Follow up using school's messaging system. Work with parents and families, school and pupils to identify why full attendance and punctuality is not being achieved where there is a concern and report to appropriate staff.
- To work with the school's EWO or the school's Education Welfare Service to support action in relation to attendance. For example, to initiate appropriate legal action 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.
- To lead Early Help Panels and Parent Attendance panels to address poor attendance with parents/carers.
- To Maintain and update a list of vulnerable / dual registered and educated off-site students.
- To promote positive attendance and punctuality across the school through up-to-date displays, form time activities and assemblies.
- 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 concerning child protection cases that require input.
- To keep up to date with changes to legislation and procedures with regard to attendance and punctuality at a national and local level and be aware of best practice.
- To keep clear and concise records of all meetings and consultations and to produce reports as required, e.g. annual action plans and summaries.
- To use the school's IT systems to record, analyse and present statistical data, proactively highlighting students of concerns to Assistant Head for Attendance, SLT and other professionals and updating on progress in a timely way.
- To proactively analyse data to support attendance improvement. For example, provide regular reports on whole school attendance, including Sixth Form attendance, which effectively analyses trends across groups, cohorts and over time to support the Assistant Head for Attendance or SLT in improving attendance.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs, to be able to give informed advice to parents, school staff, governors and others.

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- To develop and promote initiatives that raise awareness of school staff, parents and students of the importance of good school attendance.
- To attend parent evenings as required.

The following duties and expectations are common to administrative staff across the school.

- To maintain confidentiality at all times
- To be part of the First Aid team dealing with students and staff
- To engage actively in the Performance Management Review process
- To carry out the duties in the most effective, efficient, and economic manner available
- To co-operate with other colleagues to ensure a sharing and effective usage of resources to the benefit of the school, department, and the students.
- To contribute to the promotion of the school, contributing to the overall ethos, work and aims of the school.
- To present a positive personal image and appreciate and support the role of other professionals.
- To attend relevant meetings as required
- To be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.
- To carry out any other duties including before and after school, on and off site as directed by the SLT.
- To be trained as a Fire Marshal and basic First Aider and carry out duties as required.

School Policies

Ensure that all duties and responsibilities are carried out in accordance with Health & Safety at Work Policy. Be aware of and comply with policies and procedures relating to child protection, health, safety & security, and confidentiality, reporting all concerns to an appropriate person. Contribute to the overall ethos, work, and goals of the school.

Training and Development

The school has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations as directed by SLT.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances.

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Equality and Diversity

Caterham High School is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations and expects all staff and volunteers to share this commitment. The duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect and are entitled to expect this in return.

Safeguarding

The members of staff will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring they have an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. Every member of staff is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy. They will attend Safeguarding meetings and events as appropriate and work with the Safeguarding Lead to promote strong, secure systems and development of ethos across the school.

Working ethos

Caterham High School expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally (but professionally), offering guidance and information in accordance with school guidelines, policies and procedures when requested and contributing to the maintenance of the school environment. In order to do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a post holder will carry out. Employees will be expected to comply with any reasonable request from a manager or be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

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PERSON SPECIFICATION

EXPERIENCE AND KNOWLEDGE	Essential	Desirable
Good standard of general education including GCSE English and Maths at grade C (Level 4) or above or equivalent	X	
NVQ 3 or equivalent qualification or experience in relevant discipline	X	
Demonstrable knowledge of attendance regulations and an understanding of the issues affecting truancy and non-school attendance		X
Knowledge of working with an EWO and external agencies such as, social care to support attendance and punctuality		X
Safeguarding Training Level 2 or above		X
Successful experience of working with young people and families	X	
SKILLS	Essential	Desirable
Excellent interpersonal skills and ability to communicate effectively both orally and in writing for a range of audiences	X	
Ability to understand and analyse statistical data to identify patterns for individuals or a cohort	X	
Expert in the use of IT systems to produce effective clear and concise reports, record and monitor outcomes for individuals and groups	X	
An excellent working knowledge of SIMs		X
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach	X	
Ability to prioritise and organise own workload, work independently and manage time effectively	X	
Ability to negotiate and build positive relationships with young people and adults	X	
Proven commitment in promoting and safeguarding the welfare of children, young and vulnerable people that you are responsible for or encounter	X	
Ability to supervise and manage the work of others, as appropriate	X	
A commitment to the school's inclusive ethos and the principles and policies of equal opportunities to deliver excellent outcomes for all	X	
Ability to maintain confidentiality and show sensitivity where required	X	
PERSONAL ATTRIBUTES		

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High levels of resilience, integrity, honesty and credibility which will inspire confidence and trust from both internal and external stakeholders	X	
Ability to demonstrate flexibility and commitment to providing a high-quality service	X	
Commitment to your own personal and professional development	X	
Highly motivated, confident, 'can-do' problem solver	X	
Able to give clear instructions and guidance to others	X	
Ability to cope with stressful/conflict situations and achieve a positive outcome	X	

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