



Sheldon School

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Attendance Administrator

Candidate Pack

Welcome

from the Headteacher



Dear Prospective Candidate,

We are pleased to invite you to apply for the position of Attendance Administrator at Sheldon School. At Sheldon, we pride ourselves on being a family where strong relationships are central to our community. Our inclusive ethos ensures that every student feels safe and supported, enabling them to thrive regardless of their social background, academic ability, or special educational need. If this resonates with you, we encourage you to explore this opportunity further.

Sheldon School is a standalone academy with approximately 1,650 students, making it one of the largest secondary schools in Wiltshire. As a co-educational secondary school and sixth form for students aged 11 to 18, we have been an Academy since April 2011. Our recent Ofsted inspection in March 2024 recognised us as "Good" in all areas.

Since joining as Headteacher last year, I have been both proud and excited by the progress we have made. We are committed to continuous improvement and have established a foundation for meaningful change, focusing on enhancing teaching and learning while fostering a culture of collaboration and high expectations.

The Attendance Administrator will work with the Attendance Officer and Assistant Headteacher to help the school to raise achievement by improving school attendance, punctuality and to meet our attendance targets. The Attendance Administrator will actively encourage the promotion of positive attitudes by pupils and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.

We sincerely hope you will consider this important role and join us on our journey of improvement. If you would like to discuss the position further or visit the school, I would be delighted to meet with you personally.


We look forward to receiving your application.



Mr Peter Lynch
Headteacher



Our Vision

A young girl with her hair in small buns, wearing a dark blue school uniform, is looking through a microscope. She is smiling slightly. Other students are visible in the background, also looking at the microscope. The scene is set in a classroom or laboratory.

To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra-curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

Our Values

BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



Job Description

Attendance Administrator

Postholder	Attendance Administrator
Line Manager	Attendance Officer
Salary/Scale of Post	Grade F, Scale Points 9-11(Currently £26,409 - £27,711) full time equivalent
Hours of Work	37 Hours Per Week, 39 working weeks, 195 working days

Post Purpose

The post holder is responsible for administering the student's attendance system and follow up student absences in line with school guidelines. To promote attendance, liaise with teaching staff and local authority officers and complete statistical information.

The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.

Specific Duties

The Attendance Administrator will be required to undertake the following activities:

- To oversee the effective administration of attendance in the School.
- To monitor the student's absence phone line, record absences daily and make first day phone calls and issue unexplained absence letters.
- To be the first point of contact for all issues regarding attendance and punctuality.
- To use school information management system (SIMS) to track and register attendance of students, Inc. alternative or offsite provisions, trip and examination info.
- To follow up and check any post registration truancy by analysing data. To use own initiative by investigating patterns of absence and missing or incomplete data in order to suggest and pilot new strategies for improving attendance.
- To communicate effectively with staff when making initial enquiries of parents/carers of students who are not attending regularly, express our concern and clarify the School's expectations with regard to regular attendance.
- Follow up all unexplained absence and complete referrals for agency support including Child Missing in Education (CME).
- To monitor late arrivals and enter late-comers on the register.
- To produce a daily list of missing registers and contact those teachers responsible and run a weekly report which is sent to SLT for tracking.
- To produce letters to parents requesting medical evidence for future absences and process/action holiday requests.
- To monitor persistent absence and identify any students falling into this category to Student Support Managers and Associate Assistant Headteacher with responsibility for attendance.
- To meet regularly with line manager to agree priority students requiring monitoring and communication to staff and parents.
- To undertake other duties as reasonably required by the Headteacher.



Other Duties

- Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day-to-day duties around the school site.
- To carry out any other reasonable instructions given by the Headteacher, Assistant Headteacher and Attendance Officer
- All employees have responsibility to understand and abide by the obligations laid down in the school's equal opportunities policy.

Other Duties

All duties must be carried out complying with:

- The Health & Safety at Work Act.
- Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.
- The General Data Protection Regulation (GDPR).
- Relevant nationally-agreed codes of practice.

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Person Specification

Attendance Administrator

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> English & Maths to GCSE Grade C or equivalent level Excellent ICT skills, experience of using Microsoft Word & Excel 	<ul style="list-style-type: none"> Experience of using SIMS.net
Experience	<ul style="list-style-type: none"> Experience of undertaking a range of administrative duties Experience of, or willingness to learn, a range of IT applications Ability to work in an organised and methodical manner, keeping accurate and up to date records and reports. Ability to work as part of a team, in a discreet and sensitive manner 	<ul style="list-style-type: none"> Knowledge of school attendance systems and processes Knowledge of working with professional agencies
Skills and Attributes	<ul style="list-style-type: none"> Ability to keep accurate records Excellent organisational and attention to detail skills Ability to demonstrate a proactive approach and show initiative Excellent communication skills, both written and verbal Ability to manage conflicting and changing priorities An interest in education 	<ul style="list-style-type: none"> Previous experience in the education sector
Personal Qualities	<ul style="list-style-type: none"> Is a good role model for students Ability to remain calm under pressure A positive can-do approach Personable, approachable and courteous at all times Co-operative, flexible and responsible Energy, enthusiasm and resilience Understand the importance of confidentiality Ability to develop positive relationships with pupils, parents and colleagues Commitment to the success and well-being of all pupils High levels of integrity, dedication and commitment Good sense of humour 	
Safeguarding	<ul style="list-style-type: none"> Ability to demonstrate and understanding of safeguarding responsibilities 	
Other	<ul style="list-style-type: none"> Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity 	

How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

Please note: CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



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