



Information for Applicants

Attendance and Admissions Officer

Grade E

£21,261.44 - £22,352.41

(Actual salary)

Permanent

37 hours pw

Term Time Only + 5 days

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466

Email: r.evans@tgs.starmat.uk

Headteacher: Mr A Parkinson

Thank you for your interest in the post of Attendance and Admissions Officer.

We are looking to appoint an Attendance and Admissions Officer who will embody our values of ambition, resilience, responsibility and respect. You will work closely with members of our Pastoral Teams and the School Office but also work across school. You will maintain accurate data, provide analysis and early identification of attendance issues to ensure that the school can work proactively with parents to avoid issuing penalty notice and court action wherever possible. Responsible for managing the school year admission process for new students.

At Tadcaster Grammar School [TGS] we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure this as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our pastoral systems so everyone is seen, heard and valued.

Several features of the school are likely to be of note to you if you visit. The first is the very open and welcoming nature of the school from both the staff and students. The second, the sheer variety of activities which are offered both within the curriculum and after school hours. TGS is a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

Our ambition for the school focuses on developing a culture where all students achieve highly whatever their background or ability. This relies on providing learning and teaching of the highest possible quality to engage, enthuse and motivate. At TGS we do not limit our definition of achievement simply to traditionally academic pursuits; we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts.

Our 2022 Ofsted inspection confirmed what we already knew - that our students enjoy their learning, that they feel safe and well looked after, that the school has an ambitious curriculum which is taught exceptionally well, and that we are firmly committed to providing the very best quality of education for every student both now and in the future.

The STAR Multi-Academy Trust provides a high-quality learning community that inspires and motivates its employees as well as its students. We are seeking a candidate who wants to make a positive difference to the lives of young people and has a commitment to lifelong learning in order to be an outstanding member of our team. We support colleagues who are ambitious for their own professional development, have a 'can do' attitude, are creative problem solvers and work collaboratively. If this sounds like you, please complete our online application form. Please direct correspondence to: tgs.recruitment@tgs.starmat.uk

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at <https://tgs.starmat.uk/>.

Thank you for your interest in this post.

Yours faithfully,
Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Attendance and Admissions Officer, then you should:

Fully complete the online application form on our careers website [HERE](#), ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

Your Supporting Statement within the application form should be 2 sides A4 Ariel 12 point, 1.15 spacing maximum, addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Training
- Knowledge and skills

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Remember when addressing the above, ***less is sometimes more.***

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Attendance and Admissions Officer

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p>Be your best self, be:</p> <p>Ambitious Resilient Responsible Respectful</p>
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OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfillment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p>
<p>High expectations - no limitations</p>	<p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>
<p>The right curriculum experience for each student</p>	<p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p>
<p>The best support for each student</p>	<p>Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.</p>

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition	To show a desire and determination to achieve success.
Resilience	To show a determination to achieve success
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2: Job Description

JOB TITLE:	Attendance and Admissions Officer
GRADE:	Grade E
HOURS PER WEEK:	37, TTO plus 5 days*
RESPONSIBLE TO:	Assistant Headteacher

The 5 additional days will be used to support at Parents' Evenings in order to speak to families of low attendance. They will also be used to carry out some work in the school holidays to support students returning to school or joining the school as a year 7.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Supporting Learning and Development

Attendance - Duties & Responsibilities

- Be the first point of contact for all attendance issues in school, liaise with parents and carers to establish and build positive relationships and be able to discuss attendance concerns in a sensitive manner
- Management of the school absence phone line, google form, text and emails and, alongside the attendance administrator, input registers and follow up on missing registers raising immediate issues to SLT
- Make first day calls for students who have unexplained absences and ensure all missing reasons for absence have been followed up and recorded on school MIS systems
- Produce daily attendance reports for SLT, Year and Pastoral Leaders, Pupil Premium and SEN teams
- Liaise with Year and Pastoral Leaders to identify students whose attendance is of concern, issuing letters as appropriate, phone calls and arranging and participating in parental meetings
- Support in attending home visits with the aim to engage with families and improve attendance
- Liaise with external agencies to support attendance
- Manage Leave of Absence requests and prepare paperwork for Local Authority in respect of Fixed Penalty Notices
- Actively promote good attendance with all students and promote the schools attendance policy and strategy
- Develop support materials and information to communicate clearly to students the school's attendance policy, raising the profile of attendance and punctuality within the school

Admissions - Duties & Responsibilities

- Be the first point of contact for admissions enquiries in school, liaising with parents, Local Authority and school staff
- Implement the school procedure for new starters and leavers

	<ul style="list-style-type: none"> ● Organise school visits for prospective students and parents ● Receive in year admission request forms from Local Authority and respond within the legal time framework ● Liaise with parents and request further information from schools ● Facilitate the induction process, arrange start dates and ensure all relevant information is obtained for the school MIS system. <p>Strategic</p> <ul style="list-style-type: none"> ● To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies. ● Update school records, analyse attendance data and provide reports to SLT and other professionals. ● Provide updates to relevant staff on student attendance with strategies for improvement ● Lead on the whole school attendance strategy and monitor particular attendance issues ● Provide information to whole school so that they are equipped to encourage good attendance ● Contribute to the attendance strategies and systems ● Establish links and communicate with feeder schools to gain any relevant information about attendance records of new students <p>General</p> <ul style="list-style-type: none"> ● To ensure documents are produced and formatted to school standards and within deadlines ● Attend and participate in meetings as required ● Liaise and work with external organisations as required ● Keep accurate, clear and concise records of all interventions and consultations ● Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others
Communication	<ul style="list-style-type: none"> ● Communicate information to the Headteacher, governing body, senior managers and other staff as required. This may include attendance / participation at governing body /management meetings. Takes a lead role in communication within the school. ● Communicate effectively with other staff, Governors, visitors, pupils and their families/carers. ● Liaise with Headteacher, Heads of Departments, Teachers and external Organisations. ● Provide advice on a variety of topics to a range of audiences e.g. Procedural advice

Systems & information	<ul style="list-style-type: none"> ● Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. ● Share information appropriately – in writing, by telephone, electronically and in person. ● Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. ● Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> ● Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate ● This STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> ● Know about data protection issues in the context of your role. ● To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> ● Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values ● The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> ● The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment ● The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

As part of the STAR Multi Academy Trust we pride ourselves on the work that we do supporting young people and welcome all applications. Visit the website [here](#) for access to our recruitment policies.

The STARMAT is committed to equality, and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

Appendix 3: Person Specification

Essential upon appointment	Desirable upon appointment
Qualifications and Training	
<ul style="list-style-type: none"> ● Literacy and numeracy qualification (Level 2 or equivalent) ● NVQ Level 3 or equivalent in a relevant subject 	<ul style="list-style-type: none"> ● Childcare or supporting learning qualification at Level 2 (or equivalent) ● CLAIT Plus, ECDL or Level 2 Word Processing ● Appropriate first aid training ● Additional professional qualification or training related to this post
Experience	
<ul style="list-style-type: none"> ● Experience of working with pupils of a relevant age in an education environment ● Evidence of supporting and facilitating inclusive education within a school setting ● Appropriate experience of working in an administrative role ● Managing student behaviour ● Experience of working in a related area of work ● Experience of MIS systems (ideally Bromcom) for reporting to SLT and other stakeholders 	<ul style="list-style-type: none"> ● Experience of working with Google systems ● Evidence of effective work with a range of outside agencies including Local Authority or similar
Skills and Knowledge	
<ul style="list-style-type: none"> ● Demonstrable ICT skills/ and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame ● Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, students and parents ● Ability to build positive working relationships with colleagues ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Good understanding of child/young people's development and learning processes ● An understanding of legislation relating to school attendance ● An understanding of the issues affecting truancy and non- school attendance including reasons why school refusal may happen with students ● Experience of having a solution focussed approach, collaborative working and enthusiasm to work with students, parents and carers in addition to school based staff. 	<ul style="list-style-type: none"> ● Understanding of classroom roles and responsibilities ● Working knowledge of relevant policies and legislation e.g. child protection and health & safety ● Knowledge of behaviour management techniques ● Knowledge of CPOMs ● Knowledge of mentoring approaches ● Knowledge and understanding of relevant data analysis and reporting

