

# St Bede's School

*'Christian Education at its Best'*



## **Sixth Form Attendance Officer**

**32.5 hours per week, 40 weeks per year**

**Actual Gross Salary £17,479**

**To start: ASAP**

**Application Deadline: 09:30am 30th September 2021**

**64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108**

*Belonging*

*Education*

*Determination*

*Excellence*

*Service*

**Ofsted**  
Outstanding  
Provider



# St Bede's School

*'Christian Education at its Best'*

## About St Bede's

At St Bede's we are proud to serve roughly 1,850 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Bacculaureate.

Measure	2017	2018	2019
Attainment 8	54.9	57.6	58.27
Progress 8	+0.48	+0.68	+0.73
EBACC	43%	49%	54%
EBACC entered	74%	77%	84%
4+ English	84%	86%	92%
4 +Maths	89%	88%	89%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**

Please see our staff prospectus for further information about working at St Bede's.

***"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience."***

*Ofsted 2017*

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## Sixth Form Attendance Officer

The SIMS office is located in the hub of the school and is often the first port of call for staff, students and parents. It is comprised of four areas:

- **Student reception** - dealing with enquiries both in person and by telephone/email; first aid, including students/staff falling ill; medication storage and issue; emergency call outs, maintain canteen overdrafts, locker enquiries, etc.
- **Attendance** – administer attendance and back up reception during busy periods and provide cover during lunch break
- **Admissions** – administer admissions for all year groups
- **SIMS office manager** – assist and oversee SIMS office work and a variety of other responsibilities

Due to the range of responsibilities undertaken by the SIMS office, it relies on good team work and flexibility to effectively deal with the day to day and extraordinary tasks that may come our way.

The varied work means the successful candidate needs to be able to multitask, be highly organised, flexible and able to work well as part of a team. A sense of humour and the ability to be calm in a crisis would be great assets.

This employment will be for 32.5 hours per week, for the 39 term time weeks of each year including inset days, plus 1 additional week to be worked during school holidays. The daily working pattern will be agreed with the successful applicant.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. St Bede's supports the professional development of its staff and takes staff wellbeing very seriously.

Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

There is no entitlement to take leave during term time. All holidays must be taken during school breaks.

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## Job profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

**Role Purpose:** Administer sixth form attendance to promote high levels of attendance and ensuring compliance with statutory guidance and school/local authority policy. Assist with further designated administrative activities as a member of the SIMS office team to enable the school to function efficiently.

### Key Deliverables include:

- Identify and work with individuals and groups of pupils monitoring and following up on all aspects relating to the attendance of pupils.
- Work closely with parents/carers and other agencies to improve levels of attendance
- Collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school and parents/carers.
- Assist with first aid provision.

**Contract**            The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

**Job Family:**        Business Function        **Grade:** 5

**Responsible to:**        SIMS Office Manager

### Accountabilities & Tasks

*The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.*

#### 1 Service & Support Delivery

- 1.1 Deliver a range of administrative and customer services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.
  - Carry out administrative and support activities to contribute to the smooth running of the SIMS office, including:
    - Emptying registers of relevant paperwork and distributing accordingly.
    - Make phone calls on a daily basis to parents if no notification of a student's absence is received. This will include checking lesson attendance and follow up.
    - Support the SIMS office to answer office phone during busy periods.
    - Providing lunch time and backup to the SIMS office reception cover including first aid.
    - Provide cover in the absence of the KS3/4 Attendance Officer.
- 1.2 Receive and respond to everyday enquiries to provide a timely, courteous and efficient service.

- As a member of the SIMS office team, liaise with students and parents (e.g. taking messages, dealing with lost property), provide basic first aid or care, liaise with staff (e.g. producing class lists on request) etc.

## **1 Planning & Organising**

- 1.1 Support senior and middle leaders, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation.
- 1.2 Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.

## **2 Working with Others**

- 2.1 Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the SIMS office.
  - Liaise on attendance matters with HOYS, SLT, external agencies and parents/carers.

## **3 Analysis, Reporting & Documentation**

- 3.1 Organise information to agreed procedures by filing, data entry, checking/matching data etc. to ensure accurate records are maintained.
  - Data entry / checking for SIMS.net Attendance and paper student records including organising and administering associated systems (e.g. registers, late attendance and exeats).
  - Ensure information and records are processed and stored to agreed procedures
- 3.2 Assist in providing and manipulating basic data for statistical and other reports. May run and present standard reports.
- 3.3 Prepare and dispatch a range of routine documents to meet the daily attendance and SIMS office priorities.
  - Running and presenting attendance reports for staff and outside agencies
  - Assist in providing and manipulating basic data for statistical and other reports
  - Ensure an efficient response to enquiries and a timely conclusion of any process connected with attendance.

## **4 Duties for all**

- 4.1 Values: To uphold the values and behaviours of St Bede's School.
- 4.2 Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- 4.3 Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.
- 4.4 To have regard to and comply with safeguarding policy and procedure as appropriate.

## **5 Additional Requirements**

- 5.1 Carry out any other task which might reasonably be required.

## Person specification

	Essential	Desirable
<b>Christian Commitment</b>	<ul style="list-style-type: none"> <li>• Strong personal commitment to the ethos of St Bede's School</li> <li>• Able to work effectively within an explicitly Christian context.</li> </ul>	<ul style="list-style-type: none"> <li>• Personally committed and practicing Christian, member in good standing of any denomination served by the school</li> <li>• Informed and thoughtful about current Christian issues</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• A good standard of education – (Minimum GCSE Grade C in English &amp; Mathematics or equivalent experience demonstrable by testing)</li> </ul>	<ul style="list-style-type: none"> <li>• Specific knowledge / background interest relevant to the role</li> </ul>
<b>Experience / Skills</b>	<ul style="list-style-type: none"> <li>• Effective collaboration and team working</li> <li>• Has worked with young people</li> <li>• Confident in communicating with colleagues and students</li> <li>• Successful experience of managing administrative processes</li> <li>• Confidentiality</li> <li>• Problem solving – identifying problems and finding solutions</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Has worked in a secondary school</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Friendly, positive disposition</li> <li>• Flexible and co-operative</li> <li>• Self-motivated and hardworking</li> <li>• Patience and perseverance</li> <li>• High standards of personal presentation</li> <li>• Willingness to learn new skills and undertake training</li> <li>• Keen interest in all aspects of school life</li> <li>• Have a commitment to equal opportunities</li> </ul>	

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## How to apply

If you would like to apply please complete our application form for support staff posts and send it to us with a supporting statement which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

If you have any queries please contact the HR team by sending an email to

[jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is 09:30am on Thursday 30th September 2021.**

We look forward to hearing from you.

Our data protection policy for job applicants is available at:

<http://www.st-bedes.surrey.sch.uk/3041/data-protection>

