

St Cuthbert Mayne School

Educating for life in all its fullness



Job Information Pack

Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

We are seeking to appoint an enthusiastic and hard working Attendance Administrator, who can build positive relationships with our students and their families. The Attendance Administrator will play a key part in achieving our aim of improving student attendance and reducing the number of students who are persistently absent or severely absent.

If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students and staff from across Torbay and South Devon, regardless of whether they are Christian or not.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation.

In June 2025, the school was inspected by Ofsted and received a Good judgment across all inspection areas. This followed a highly successful section 48 inspection in September 2024, which inspected the Christian life and mission of the school. The school achieved the highest judgement grade in this inspection. We were delighted that both inspections recognised the good work that goes on in our school. It is therefore an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future.

As a joint Roman Catholic & Church of England School, we work in partnership with the dioceses of Plymouth and Exeter as well as Torbay Council. Our school is not part of a Multi-Academy Trust but we are proud to work in partnership with Education South West as part of a strong family of schools to ensure all children live great lives.

To find out more about our school please visit our website:

<https://www.st-cuthbertmayne.co.uk>

The Attendance Team

Our Attendance Team is led by the Assistant Headteacher, who has overall responsibility for school attendance.

Working closely with the Assistant Headteacher, our Attendance Improvement Officer plays a key role in driving improvements in student attendance and supporting students to engage fully in their education. The Attendance Improvement Officer line manages the Attendance Administrator.

The Attendance Team works closely with our wider pastoral team, which includes Heads of Year, Pastoral Support Officers, the Safeguarding Team and the SEN Team. Together, these teams work collaboratively to encourage, support and enable our students to attend school regularly and maximise their learning opportunities.

At St. Cuthbert Mayne School, we believe that attendance is everyone's responsibility. All staff play an important role in promoting good attendance and supporting students on a daily basis. Identifying and removing barriers to attendance is a key priority across the school, and we are committed to working with students and their families to ensure that every student has the opportunity to attend, engage and succeed.

About this post

Salary: Grade D pt. 6 Actual Salary - £21,779 (Full Time Equivalent - £25,989)

Hours: 37.5 hours per week (8.00am – 4.00 pm, to include a 30 minute unpaid lunch)

Weeks: 39 weeks per year (38 weeks term-time + 5 INSET Days)

Application Process

Full details about this post and how to apply on our website can be found at:

<https://st-cuthbertmayne.co.uk/vacancies/>

The closing date for this post is: **Thursday 24th September at 10am**

Applicants will need to be available for an interview on Friday 2nd October

Job Description - Attendance Administrator

Post Title:	Attendance Administrator
Accountable to:	Assistant Headteacher, School Attendance Improvement Officer, the Headteacher and Governors' of St Cuthbert Mayne School
Responsible to (day to day):	School Attendance Improvement Officer
Salary Grade:	Grade D (pt. 6) Actual starting salary £21,779
School Area:	Pastoral Team
Hours of Work:	Working hours 8.00am – 4.00pm (to include 30 minutes unpaid lunch) 37.5 hours per week, 38 weeks per year plus 5 INSET days

All staff are required to uphold and maintain the Christian ethos of St Cuthbert Mayne School and support the Joint Church nature of the school

1. Key Purpose of the Job includes:

To ensure that the school maintains an accurate attendance register in line with the 'Pupil Registration Regulations'

To undertake all aspects of administrative work in relation to attendance

To safeguard and promote the welfare of children at all times

To ensure professional interaction with school leadership, teaching and support staff, Governors, outside bodies, students and parents and to carry out any other duties as reasonably assigned by the head teacher

2. Anticipated Outcomes of Post

The school has an accurate and up to date attendance register that meets the legal requirement of the Pupil Registration Regulations

Student attendance rates are improving and absence levels are reducing

All students are safeguarded at all times through regular monitoring of their attendance

Senior Leaders are able to use attendance data to inform policy, practice and procedure

The school has positive professional relationships with those who work in partnership with the school to improve student attendance

3. List Key Duties and accountabilities of the post

Maintaining an accurate school register in Class Charts (SIMS) at all times

Produce the Official Register report

Produce the daily fire list

To ensure daily that all registers are completed through Class Charts. Also that there are manual registers available for supply staff or for emergency reasons

Checking student attendance to lessons throughout the day

Management of the school absence line / absence reporting function in Class Charts

Recording accurately in Class Charts (SIMS) the reason for student absence

Applying the correct code to record a student absence

Following the school absence management protocol

First day calling/texting

Contacting parents when no reason for absence is given

Ensure that attendance registers are completed within the first 10 minutes of the lesson and notify the School Attendance Improvement Officer and Assistant Headteacher where this is not the case.

Rectify missing registers and missing marks

Management of the school signing in and out system

Create and update Attendance Tracker spreadsheet

Production of the weekly RAG report

Administration of School Attendance Letters and attendance focused communications

Providing attendance data reports for the Assistant Headteacher School Attendance Improvement Officer

Administration of Requests for Absence in Exceptional Circumstances

Liaise with alternative provision settings to ensure accurate attendance registers are kept

Work with Sixth Form, Tutors and Director of Sixth Form to monitor and promote excellent attendance in the Sixth Form

To be a First Aider and active on the First Aid Rota

4. Health and Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Cooperate with the employer on all issues to do with Health, Safety & Welfare including this as a standing item on departmental agendas.

Cooperate with the employer on all issues to do with GDPR

Ensure regular risk assessments are carried out as per school policy and refer to relevant parties.

5. Other Duties

To safeguard students at all times reporting any concerns through CPOMS or to the Designated Safeguarding Lead

To contribute to the development of school policies relating to the role

To undertake additional duties as required, commensurate with the level of the job. Roles and job descriptions are subject to an annual review.

All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.

The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.

Take responsibility for personal health and wellbeing, modelling good work/life balance to colleagues, staff and students.

Person Specification - Attendance Administrator

	Essential	Desirable	Evidence based
Qualifications			
Level 2 qualifications in English and Maths (GCSE grade C/5 or above)	Essential		Application Certificates
Level 3 qualifications		Desirable	Application Certificates
Degree or equivalent		Desirable	Application Certificate
Recent participation in a range of relevant in-service training/initial training programmes		Desirable	Application Certificate
First Aid Certificate (or be prepared to attend necessary training)		Desirable	Application Certificate
Professional Experience and Knowledge			
Successful experience of working in an educational setting		Desirable	Application
The use of School Information Management Systems (SIMS), Google Apps for Education, Class Charts, CPOMS, SchoolComms		Desirable	Application Interview
Knowledge of intervention and support mechanisms		Desirable	Application Interview
Experience in a comprehensive school		Desirable	Application Interview
A knowledge and experience of Child Protection and Safeguarding procedures	Essential		Application Interview
Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships		Desirable	Application Interview
Professional skills			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Ability to relate well to children and adults	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview
Ability to use new and emerging technologies to support improvement	Essential		Application Interview
Ability to work collaboratively in high pressure situations and			Application

remain calm and concise throughout	Essential		Interview
Personal Qualities			
Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Interview
Positive, enthusiastic outlook, embracing risk and innovation	Essential		Interview
Good organisation skills	Essential		Interview
Excellent telephone manner	Essential		Interview
A sense of humour	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Ability to be consistently decisive and focused on solutions	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Excellent attendance and punctuality record	Essential		Application Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview

