



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

## About the Role – Employment Details

Post Number	A171
Job Title	SEMH Attendance Administrator
Salary	£26,218.54 pro rata. Actual £6,849.22 per annum.
Contract Type	12 hours per week, 35 weeks per year
Campus	Alexandra Warehouse
Department	Quayside Centre
Reporting To	Head of SEND
Holiday	A paid annual leave entitlement of 7 weeks (pro rata) is incorporated into your salary.
Pension	Peoples' Pension – 4% or 5% matched

## About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting an Attendance Administrator to join their specialist provision 'Quayside Centre' based at Alexandra Warehouse in Gloucester, to monitor and support student's attendance

The purpose of this role is to assist the department to monitor, and where needed, support improvements in student attendance through creating an inclusive supportive learning environment, with shared strategies to support students on an individual basis.

## About the Role – Duties and Responsibilities

- **Attendance Management:** Oversee the administration of daily attendance records, ensuring accuracy and compliance with school policies. This includes monitoring student attendance data and identifying patterns of absence
- **Support for Pastoral Support Worker:** Assist the Pastoral Support Worker in addressing attendance issues, including contacting parents regarding absences and implementing strategies to improve attendance rates
- **Communication:** Promote positive attitudes towards education by effectively communicating with parents, students, and staff about attendance policies and the importance of regular attendance
- **Data Analysis:** Analyse attendance data to identify key areas of concern and report findings to school leadership. This may involve generating reports and presenting data to inform decision-making
- **Child Protection and Safeguarding:** Ensure all work is conducted in line with child protection and safeguarding procedures, maintaining a safe environment for students
- **Community Engagement:** Work on initiatives that raise awareness of the importance of good attendance within the school community, fostering a culture of attendance and engagement





- **Liaison with External Agencies:** to monitor and track attendance where students are with external partners. Liaison with internal teams to update relevant systems with accurate attendance. Raising any concerns regarding communication with the leadership team
- **Departmental Support:** To undertake administrative and other duties directed by Head of SEND and Provision coordinator.  
To attend meetings with internal staff and external agencies as required.

## About You

### Our Shortlisting Criteria

<b>Essential</b>	<ul style="list-style-type: none"><li>– Experience of working with and communicating with young people with SEMH needs</li><li>– Extensive administration experience with an excellent eye for detail, motivated and driven to follow activities through to conclusion.</li><li>– Experience of parental and or external agency liaison</li><li>– Confident in using a variety of Microsoft applications</li><li>– GCSE English (or equivalent) at grade C or above</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>– Experience of working within an educational setting</li><li>– Safeguarding training</li></ul>





## The Perfect Person for us will demonstrate

<p><b>Abilities</b></p>	<ul style="list-style-type: none"> <li>– Ability to communicate effectively with colleagues and students</li> <li>– Be supportive and encouraging others in the department and organisation</li> <li>– A willingness to proactively share good practice across the department and organisation</li> <li>– Plans, prioritises own workload to achieve agreed objectives</li> <li>– Responsible for working to given standards and monitoring own performance</li> <li>– Able to make decisions and work independently whilst understanding when and how to escalate</li> <li>– Able to work to high standards and tight deadlines, staying calm under pressure</li> <li>– Willing and able to deal with difficult customers</li> <li>– Ability to communicate effectively with visitors, staff and students at all levels, verbally and in writing</li> <li>– A full understanding of the need for complete confidentiality and discretion</li> <li>– Commitment to the promotion of Equality &amp; Diversity</li> </ul>
<p><b>Job Circumstances</b></p>	<ul style="list-style-type: none"> <li>– Able to travel between college sites (if required)</li> <li>– Undertake any training required for the role</li> <li>– Hold an Enhanced DBS check or be willing to undertake a check.</li> <li>– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.</li> </ul>

## About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post





## Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check with child barred list check.

