



COOMBE
GIRLS' SCHOOL

Attendance Officer



**Curious
Creative
Confident**

Recruitment Information



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Message from the Headteacher

Thank you for your interest in the post of Attendance Officer at Coombe Girls' School and Sixth Form.

At Coombe, we are passionate about giving students access to a wide range of experiences and the best possible education during their time with us. Our deep-rooted belief in a rounded and broad education goes alongside a commitment to academic excellence for all our students, regardless of background or context.

Proud to be a comprehensive, our students make significant progress from their starting points whilst at our school. We have a long tradition of innovative, research led teaching, which enables our students to flourish and thrive. We put significant emphasis on developing our teaching and learning and are committed to maximising the benefits of a girls' school education. We welcome a significant number of boys into our sixth form and work closely with colleagues from the other schools in the Coombe Academy Trust to our mutual benefit. More about the Coombe Academy Trust can be found [here](#).

We are looking for an organised, proactive and approachable individual to join our School Office team as an Attendance Officer. The successful candidate will have excellent attention to detail, strong communication skills and the ability to build positive relationships with students, parents/carers and colleagues. You will play a key role in maintaining accurate attendance records and supporting the pastoral team to improve attendance across the school.

Thank you for taking the time to find out more about this role. Please do contact me at school if you have any questions or would like a tour of the school. I look forward to receiving your application.

Emily Barns
Headteacher



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Coombe Girls' School and Sixth Form

Coombe Girls' School and Sixth Form is a comprehensive girls' state secondary school, with a co-educational Sixth Form. The school is heavily oversubscribed and is committed to providing an excellent education to children in the local area. We are proud of the progress our students make from their starting points during their time with us: the school's Progress 8 score was +0.72 and 40% of GCSE entries were graded 7 to 9 last year. The school is proud to be part of the Coombe Academy Trust.

Our school is vibrant and diverse, serving the local area of New Malden. We value every individual and the rich wealth of experience, knowledge, values and beliefs they bring to our school. The experience and talent you will bring to our school will ensure we continue to provide the best education for our students and further increase the breadth of opportunity for the next generation. We particularly encourage applications from colleagues in underrepresented groups.

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Job Description: Attendance Officer

Department or area: School Office

Responsible to: Office Manager

Purpose of the post

- To provide administrative support for pupil attendance: Years 7-11.
- To understand and promote the ethos and success of the school.
- To be part of the School Office administrative team.
- To be responsible for the administrative side of attendance, ensuring the attendance records are accurate and that the wider pastoral team is supported in improving attendance across the school.

Professional Values and Practice

- Staff demonstrate high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- Treat pupils consistently with respect and consideration, and are concerned for their development as learners.
- Demonstrate and promote the positive values and attitudes they expect from their pupils.
- Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning and their rights, responsibilities, and interests in this.
- Understand the contribution that all staff and other professionals make to teaching and learning.
- Contribute to, and share responsibility in, the corporate life of the school.

Main Responsibilities

- Responsible for ensuring daily attendance is completed in a time sensitive manner.
- Support Heads of Year and Pastoral Team in monitoring attendance
- Internal and external communications with all stakeholders regarding attendance

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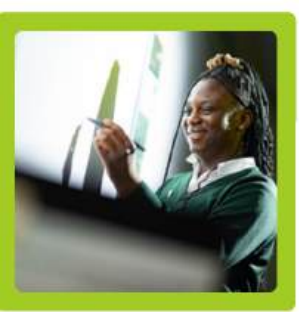


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Main Tasks

- Record pupil attendance Years 7-11 and reacting proactively to daily absences.
- Compile various attendance reports for members of staff and outside agencies as requested.
- Support Heads of Year in monitoring attendance
- Manage registration and messaging in the school's MIS, Arbor.
- Liaising with parents/carers regarding student absences and attendance
- Provide admin support for weekly late detentions
- Liaise with form teachers, Heads of Year and the Senior Leadership Team to ensure that all attendance procedures are followed correctly.
- Work with students, parents, the year team, and outside agencies in order to improve attendance across KS3 & 4.
- Provide administrative support for the annual Census.
- Report to the DfE as requested.
- Play a full role in the school office training program, whereby you gain a working knowledge of the roles of each member of the team.
- Answer reception overflow telephone calls and dealing with staff/pupil enquiries.
- Provide administrative cover for other Office Staff members as reasonably requested by the Office Manager.
- Perform any other duties which the Headteacher may reasonably require.
- Provide First Aid Cover when required (training will be provided).
- Any other duties as reasonably directed by the line manager or Headteacher.



Why work with us?

Coombe Girls' School & Sixth Form is a fantastic and rewarding place to work. Our students are motivated and keen to learn while our creative, engaging staff is committed to providing exceptional teaching to our students. We take the wellbeing of our staff seriously and actively manage workload whilst retaining very high standards. Our staff are highly supportive of one another.

We are a Google school and staff are provided with a Chromebook to support their work. The school is within walking distance of New Malden train station with its fast, direct links to central London and into Surrey and Hampshire. For those travelling by car, parking is available in the school car park, and bike racks and showers are provided for colleagues who are able to cycle to work.

With regards to Personal Development, we pride ourselves on our commitment to CPD. Our staff is supported to access National Professional Qualifications and receives Thrive training. There are opportunities to work collaboratively across all five schools in the Trust (both primary and secondary) as well as with the central Trust team. The Trust looks to provide opportunities for growth for colleagues within the Trust.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Join our community



www.coombegirlsschool.org

www.coombeschools.org

[@CoombeGirlsNews](https://twitter.com/CoombeGirlsNews)

[@CoombeAcademy](https://twitter.com/CoombeAcademy)

Coombe Girls' School & Coombe Sixth Form

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