



Attendance Officer

NJC11-17: £28,142-£31,022 (pro-rata)
Actual salary £24,390 - £27,127
Permanent, term-time only

Welcome



Dear candidate,

Thank you for your interest in BFS and taking the time to read the details of this exciting opportunity to join us in the role of Attendance Officer.

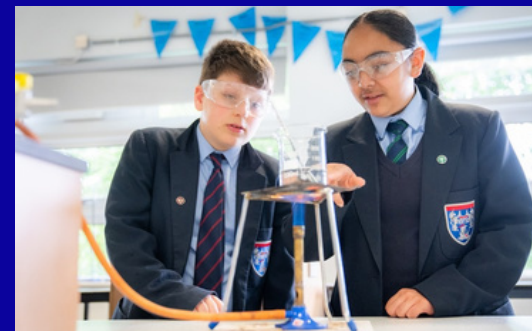
BFS is a thriving oversubscribed school which has a successful Sixth Form of over 250 students. The school was founded in 2011 by a local group of parents who wanted a high performing school to serve the community of North-West Bristol. The school values of Community, Ambition and Opportunity are very important and we demonstrate them through our day to day work with young people. We are looking for staff to support us with these values and make a positive contribution to the life of the school.

You will join a strong and supportive team and a school that engages in regular and timely CPD.

Please spend some time reading our school website and newsletters to get a flavour of the vibrancy of BFS.

I look forward to hearing from you.

Mrs Susan King
Headteacher



Community

Every child is known, valued and supported. The school works closely with families and partners to secure strong outcomes.



Ambition

High expectations for all students and staff, with a focus on academic excellence and personal growth.



Opportunity

A rich curriculum and extensive enrichment programme ensuring that every student can explore their interests and develop new skills.

Why work with *US* at BFS?

We will grow your career in an educational setting where you can make a difference.

About Bristol Free School:

Bristol Free School is a successful and oversubscribed secondary school with Sixth Form situated in Westbury on Trym. We are a caring school with a highly qualified and exceptionally committed staff, who recognise the importance of creative and challenging teaching and high professional standards. All staff and students are greatly valued and emphasis on student and staff wellbeing is central to our culture.

At Bristol Free School, we are committed to the young people in our care. Our commitment encourages and inspires every child to fulfil their potential, we provide our students with the necessary skills to achieve academic and personal growth so they truly thrive, both socially and emotionally.

BFS has a very special ethos and culture which, at its core, is about being an active part of a happy hardworking community. Relationships at BFS are warm, positive and nurturing. We set very high expectations in terms of discipline and work ethic because we care about all our young people. We expect all BFS students to achieve and be the best they can be.

At BFS, individuality is encouraged and differences celebrated. We are genuinely excited about the prospect of our community spanning students and staff who come from varied backgrounds and experiences. This will ensure BFS is a vibrant, diverse and happy place where different views, new ideas, characters and ambitions flourish.

In March 2022, Ofsted graded BFS as a good school which was no surprise to us and, in some ways, was a staging post for the greater ambitions the school still aims to achieve.

The successful candidate can expect:

- A rewarding and dynamic job role making a real, lasting and positive impact on our school community
- Positive and inclusive working environment where well-being is central to our culture
- Employee Wellbeing Programme
- Career development, training
- Access to the Local Government Pension Scheme
- Free parking onsite



RUSSELL EDUCATION TRUST

Attendance Officer – Job Description

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Core Purpose:

The Attendance Officer will work alongside key school staff to support and promote excellent levels of attendance and reduce levels of absence (including persistent absence). They will primarily be responsible for the organisation, management and communication of register and attendance-based data. They will also assist and work with the wider Admin team as necessary.

Accountabilities:

The post holder will:

- Report to the Assistant Headteacher (Culture & Ethos)
- Work closely with other staff across the school

Working pattern:

37 hours per week, 39 weeks per annum (term time including INSET days)

Monday - Thursday 8am to 4pm, Friday 8am - 3:30pm

Job share considered

Objectives:

Primary Responsibilities:

- To promote and support high levels of attendance
- To support students in achieving their full academic potential
- To support and promote a positive attendance and punctuality culture
- Form strong and effective working relationships with key pastoral staff
- To promote and support wider school policies (e.g. safeguarding, behaviour and alternative provision) and other pastoral provision
- To identify concerns and promote the attendance and education of vulnerable students



Attendance Officer – Job Description

Other Duties & Responsibilities:

- To train up and where necessary line manage other admin staff where they undertake attendance work
- To work with all staff to ensure the timely and accurate collection of register information and submission of official statutory return
- To monitor and update the daily information provided by parents on absence (through email, voicemail and studybugs)
- To ensure the accurate tracking of students not in school and escalate potential safeguarding issues highlighted by attendance concerns
- To report weekly key attendance and punctuality patterns for pastoral staff
- To prepare required letters for families with attendance concerns and attend key attendance meetings / surgeries
- To accurately track the attendance of students attending alternative provision
- To meet regularly with key safeguarding, behavior and pastoral staff to ensure clear communication about key and vulnerable students
- To provide key attendance information as required by Assistant Headteacher (Culture & Ethos) and Headteacher or other pastoral staff
- To liaise with external partners – in particular the Education Welfare Service: to generate intervention plans for key families and students; report elective home education decisions or report children missing in education
- To attend Bristol City Council; Southwest and locality attendance network meetings
- To work with parents, carers and other agencies (i.e. Education welfare / CYPS) to improve a student's attendance record and where necessary take forward casework for PCN (penalty notices) and legal prosecution
- To plan and lead attendance meetings, coordinating support from school staff and the Education Welfare team
- To promote whole school attendance through various communication channels (e.g. boards, bulletin and newsletter)
- To take a key role in fire safety, fire evacuation and completing of necessary checks in emergency situations



Attendance Officer – Job Description

(continued)

To support the inclusive ethos of the School by:

- Assisting tutors and senior staff in the monitoring students with multiple vulnerabilities and complex behaviour
- Supporting the induction and transition of students on negotiated transfer or managed moves
- Attending key meetings such as triage, safeguarding and other pastoral meetings
- Where required, safely undertake home visits / welfare checks for students where a concern has been raised or there is an existing vulnerability
- To provide solutions for overcoming attendance barriers for students with multiple vulnerabilities – often this can be investigating support for further financial support, travel arrangements, uniform and raising concerns such as housing with pastoral teams
- To provide suspension admin support for the senior leadership team and ensure the accurate recording of all suspensions, their details and communications with families
- Other duties as can be reasonably expected by the Senior Leadership Team for the smooth running of the school

General responsibilities (all staff):

- Perform duties and attend meetings as reasonably required
- Participate in the School's Performance Management Scheme
- Undertake in-service training where required to keep abreast of developments in School initiatives, curriculum and subject areas
- Contribute to the school's pastoral system
- Observe and implement school and Trust policies and good practice

The Attendance Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Attendance Officer – Person Specification

Experience

- Experience of working in a school or a similar environment
- Experience of working in the pastoral area and trained within safeguarding

Professional knowledge

- Minimum GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)
- Level 1 safeguarding training (desirable)
- Knowledge of school attendance systems (desirable)
- Knowledge of Bromcom, StudyBugs and other educational IT systems (desirable)

Skills and Attributes

- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment
- Ability to operate as part of a team or individually as required
- Excellent interpersonal skills - ability to relate well to students and adults
- Good oral and written communication skills
- Ability to maintain confidentiality
- Good ICT skills
- Patient, flexible and adaptable, meticulous and conscientious
- Ability to multi-task and deal with interruptions
- Willing to participate in training and development activities
- Willing to adapt to change and show a flexible approach
- Ability and willingness to work constructively as part of a team
- Optimistic about the potential of young people



How to Apply:

Please submit your application online via MyNewTerm.

If you have any queries regarding the post, please email us at vacancies@bristolfreeschool.org.uk.

Closing date: Wednesday 20 May at 9am

BFS celebrates and supports diversity and is committed to ensuring equal opportunities for both employees and applicants.



Our

Benefits



Flexible and Family Friendly Policies



Free Flu Jab



Discounted Gym Membership



Employee Assistance Programme



Local Government Pension Scheme



Career Development/CPD

Introduction to Russell Education Trust

Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools and one primary school spread across the south of England.

The Trust is a family of faith and community schools with distinctive individual identities. Underpinned by a shared commitment to respect, responsibility fairness and equality, Russell Education Trust schools work together to achieve their vision of providing all students with an outstanding education.

The Trust is driven by the strong moral purpose of knowing, valuing and developing every student and member of staff to ensure that their potential is realised, and their ambitions achieved.



Vision & Values

Valuing People
Pursuing Achievement
Serving Communities

Our *schools*

- Celebrate difference and diversity in an inclusive, socially responsible culture
- Deliver a broad, balanced, and ambitious curriculum:
 - centred on the core subjects of English, mathematics and science
 - supported by technology and computing
 - complemented by humanities, languages, arts and vocational subjects
- Provide a rich education that develops students' minds, beliefs, characters, skills and interests
- Equip students with the knowledge and skills for success in the modern world through examination success and personal development
- Uphold high standards of behaviour, learning and equality of opportunity for all students
- Nurture and develop their staff, through day-to-day support, high quality continuing professional development, cross-Trust collaboration and networking, and opportunities for career progression
- Are rooted within their local communities and seek to serve their particular needs



Russell Education Trust's Schools



Bristol Free School (established Sept 2011)

'Leaders are ambitious for all pupils. The curriculum is designed to build knowledge over time. It helps pupils remember what they learn. Leaders have ensured that the curriculum is engaging for pupils, and that it promotes diversity. Teaching focuses on what pupils need to know and do. Teachers have strong subject knowledge and are keen to share this with pupils. They know their pupils well and use this knowledge to help them learn.'

Ofsted 2022

Elmlea Infant & Junior Schools

'Pupils flourish at Elmlea Infant School. They achieve extremely well. Staff have high expectations for pupils' behaviour and conduct. Pupils feel safe and value the positive relationships they have with staff. Leaders are ambitious for what pupils with SEND can achieve.'

Ofsted 2023



Becket Keys Church of England School (established Sept 2012)

'The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.'

Ofsted 2014

St Andrew the Apostle Greek Orthodox School (established 2015)

'Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support and care they receive.'

Ofsted 2018



Kings School Hove (established Sept 2013)

'Leaders have created a culture that extends far beyond the academic. Staff value each pupil and know them well. The provision for personal development is first class. It is promoted consistently across the school.'

Ofsted 2022

Turing House School (established Sept 2015)

'The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.'

Ofsted 2018

