

# Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

---

## Attendance Administrative Assistant

Vacancy Information booklet



# Attendance Administrative Assistant at Bedford High School

At Bedford High School we believe that excellent student attendance and safeguarding is of utmost importance and as such, it is placed at the heart of everything we do. In recent safeguarding external reviews, our attendance and safeguarding procedures have been deemed highly effective.

We have an exciting opportunity for a well organised administrator to monitor, record and support the attendance of all students. A professional attitude, attention to detail and the ability to multi-task is of the utmost importance in this role.

Your duties will include ensuring that student attendance is recorded correctly throughout the day, working closely with the pastoral team, liaising with families and outside agencies and dealing with attendance enquiries. You will provide attendance reports on a regular basis to the pastoral and senior leadership staff and you will also assist in the efficient running of the busy school office.

## The Opportunity

- To work as part of a professional, friendly and supportive team
- To make a positive difference to the students and their families at Bedford High School

The successful candidate will be joining the school at an exciting time. Bedford High School is a mixed comprehensive school, which was judged “good” by Ofsted in 2023. The school is now full throughout KS3 and KS4 with a waiting list of families.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, dedicated outside classroom and large Bistro food court area, onsite gym and second food court area. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in October 2023. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk). Please return completed application forms to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr. P McCaffery  
Headteacher

## Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

## Our School Values

To Care, To Learn, To Achieve.

## Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

## Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with fully trained Mental Wellbeing First Aiders
- Dedicated off site wellbeing hour for all staff
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Gym facilities
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

All the wellbeing initiatives make for a good work life balance and make you feel appreciated in the work place

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford, I have found the staff to be friendly, welcoming, supportive and are a credit to the

## Job Description

<b>Job title:</b>	<b>Attendance/Administrative Assistant</b>
<b>Job purpose:</b>	To record and monitor student attendance, liaising with parents/guardians and school staff to assist the improvement of student attendance at school. In addition to provide administrative support.
<b>Salary:</b>	Grade 4 (pro rata) Actual starting salary £20,350 pa.
<b>Working pattern:</b>	Full time, 37 hours per week, term time + 1 week
<b>Working hours:</b>	8.00 am – 4.00 pm, Monday to Friday
<b>Reporting to:</b>	Assistant Headteacher, Attendance Manager
<b>Responsible for – staff:</b>	N/A
<b>Liaising with:</b>	Other school staff, students, parents/guardians
<b>Contract:</b>	Permanent
<b>Base:</b>	Bedford High School
<b>Disclosure level:</b>	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates, you will also be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.  This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.
<b>Date:</b>	June 2024

### Key Accountabilities

- Attendance
  - Check pupil attendance on a daily basis.
  - Telephone/text parents of absent pupils on a daily basis.
  - Write to parents inviting them to attendance meetings.
  - Complete any forms, paper work in connection with attendance.
  - Record accurate student attendance data on registers and input on to SIMS Attendance module.
  - Monitor the use of Lesson Monitor.
- Timetable/SEN admin support
  - Prepare students' timetables in SIMS.
  - Produce class and group lists.
  - Provide SEN admin support as required.
- To be the first point of contact for students with attendance/illness issues
- To provide cover for the Admin, Finance and Reception.
- Take minutes at daily briefings and team meetings as directed.
- Type correspondence and answer telephone.
- Maintain a good filing system, both manually and computerised.

- Deal with enquiries from parents.
- Record all relevant information on the pupil database. Produce and ensure class lists, record of illness sufferers, emergency contact lists are kept up to date.
- Keep record of pupil roll numbers.
- Maintain confidentiality at all times.
- To undertake such duties that may be reasonably requested by the Headteacher, Assistant Headteacher.

### Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

To participate in annual appraisal and implement agreed targets

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

#### Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## Person Specification

### A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using various IT packages i.e. Word/Excel/Access	E		A, I, T
Experience of undertaking a range of administration tasks	E		A, I, R
Experience of using internet, sending/receiving email	E		A, I
Previous experience of working with children of a relevant age		D	A, I
Experience of working with the SIMS database system.		D	A, I
Can demonstrate excellent interpersonal skills, including ability to influence and communicate with a range of contacts.	E		A, I
Experience of working with students and their parents/guardians		D	A, I
Previous experience of working within an office/admin environment.	E		A, I, T

### B. Training and Qualifications

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
2 X GCSE's in English & Maths or equivalent level of qualification	E		A, I
NVQ level 3 in Business Administration or relevant equivalent qualification		D	A, I
Willingness to obtain basic first aid certificate	E		I

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge of office procedures	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility		D	A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to deliver polite, courteous and efficient customer service	E		A, I
A pleasant and welcoming disposition	E		A, I
Organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I, R
Good communications skills to be able to deal with and relate well to pupils and adults	E		A, I
Ability to work effectively as part of a team and individually	E		A, I, R
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities.	E		A, I
Ability to deal with minor injuries	E		A, I
Ability to organise self and others	E		A, I
Ability to develop and implement procedures and policies	E		A, I, R
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to anticipate and use initiative to solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I

## E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I



## What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Facilities & Communication Manager at the school address or by email to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk).

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk)

## The interview process

**Deadline: Friday 12<sup>th</sup> July 2024 at 9.00 am**

**Interviews: To be confirmed, or earlier for the right candidate.** Early applications are encouraged and we reserve the right to close the vacancy early and interview before the closing date if a suitable candidate is found.

**Start date: September 2024**

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

## Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

This post involves working with children, young people or vulnerable adults and is therefore Exempt from the Rehabilitation of Offenders Act.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.