

Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

Attendance Manager

Vacancy Information booklet



Attendance Manager at Bedford High School

At Bedford High School we believe that excellent student attendance and safeguarding is of upmost 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 an Attendance Manager who is well organised and able to monitor, record and support the attendance of all students. A student focused, excellent work ethic, 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 including the management of day to day duties.

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. Please return completed application forms to 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 school.

Job Description

Job title:	Attendance Manager
Job purpose and focus of the role	<p>To build a culture where all students can and want to be in school. To be responsible and accountable for overall school attendance data and the attendance data of specific cohorts. To work under the direction of the leadership team to continually pursue improved school attendance and reduce persistent and severe absence. The postholder will:</p> <ul style="list-style-type: none"> • Work under the direction of senior leaders to ensure statutory guidance is implemented fully and all staff understand their responsibility to work together to improve attendance • Ensure accuracy of whole school attendance data • To track and monitor patterns of absence, including vulnerable cohorts to narrow the gap. • Produce attendance data reports as required • Develop and sustain professional relationships with families • To identify and understand barriers to attending school and implement strategies aimed at reducing absenteeism. To be accountable for the impact of such strategies • To facilitate support such as Early Helps and action plans for students with attendance barriers • Work with the wider pastoral team, ensuring appropriate levels of support and challenge for students with attendance barriers are implemented • To work with the local authority and external agencies to ensure formalised support (including enforcement) is implemented when appropriate. • Advise the Headteacher and school staff on all legal issues and updated guidance related to attendance <p>Manage the attendance office and attendance admin staff</p>
Responsible for – Staff:	Attendance admin staff & the daily management of the attendance admin office
Reporting to:	Assistant Headteacher
Liaising with:	Senior Leadership Team, all school staff, external agencies as appropriate.
Grade of post:	Grade 7 pro rata starting salary approximately £26,920 pa
Hours:	37 hours per week, term time plus 2 weeks, Monday to Friday 8 am – 4 pm.
Contract:	Permanent
Disclosure Level	<p>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 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.</p>
Base:	Bedford High School
Date:	July 2024
Specific duties	
Tasks:	<ul style="list-style-type: none"> • Work within Bedford High School as directed by the senior leadership team • Keep up to date with relevant legislation, including legislation on child employment, providing advice to all stakeholders

- Through internal and external communications, be explicit regarding our high expectations, building a culture where students can and want to be in school.
- Analyse attendance (including punctuality) data to identify emerging issues and respond proactively where there are emerging issues with individuals, families or groups of students,
- Track and monitor data on all vulnerable groups and provide targeted support to avoid students becoming persistently or severely absent.
- Provide accurate data/run attendance reports for the leadership team and pastoral teams, so that effective management decisions can be made challenging targets set and governors kept up to date with emerging issues and trends.
- Lead intervention for those students whose attendance falls below 96%, including early parental involvement and the creation and implementation of action plans (with clear improvement targets) for each student.
- Be creative in targeting resources effectively and in developing a range of strategies to re-engage those students with low attendance and to remove barriers to future good attendance.
- Contribute to effective secondary transition by working with appropriate primary school staff to identify potential students who may have attendance issues when they enter Year 7 and intervene proactively with the families to avoid any future attendance issues.
- Contribute to and where appropriate, lead on Early Helps.
- Build good relationships with students and their families through regular contact and through the provision of effective advice and support, providing a mediation service between home and school where this is deemed to be appropriate.
- Lead strategies for the effective reintegration of students following absence, including following exclusion.
- Be proactive in developing strategies to improve home school links and to encourage parents to take a full part in their children's education.
- Make home visits as appropriate (this may involve the use of school vehicles)
- Accurately record information regarding home visits, meetings, family contact and safeguarding concerns
- Assist in the preparation of pastoral support programmes in cases where students have poor attendance and lead the attendance improvement work to remove barriers to attendance with identified students as appropriate.
- Monitor leave of absence requests submitted by parents, liaising with appropriate staff to provide a recommendation to the Assistant Headteacher.
- Liaise with the Local Authority to prepare cases for prosecution, including preparation of relevant documentation, provision of evidence & attendance at court where necessary.
- Manage the EPN / fine for non-attendance process, working in conjunction with the Local Authority
- Manage the CME process, working in conjunction with the local authority
- Liaise with the local authority, ensuring relevant referrals are completed regarding reduced timetables, alternative provisions and other attendance related issues.
- Coordinate half-termly attendance review weeks as directed by the senior leadership team
- Raise the profile of good attendance through assemblies and rewards programmes
- Manage late detentions
- Assist in the management of the 'reset' room as a strategy to further improve student attendance

Staff development

- Take part in staff development by participating in arrangements for further training and professional development.
- Continue professional development in the relevant areas including use of new technology.
- Participate in the Staff Professional Review/Performance Management process.
- Work as a member of a designated team and to contribute positively to effective working relations within the schools.

Quality Assurance:

- Help to implement quality assurance procedures.
- Contribute to the process of monitoring and evaluation of administration in line with agreed procedures, including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.

Management Information and Administration:

- Develop and maintain effective recording systems that can be used to provide evidence for other staff and parents.
- Provide relevant management information as and when required.

<p>Communication:</p> <ul style="list-style-type: none"> • Communicate and consult with other staff and pupils. • Promote a positive service to both staff and pupils. • Communicate and co-operate with internal/external individuals and bodies as appropriate. • Follow agreed policies for communications within the schools.
<p>Marketing and Liaison:</p> <ul style="list-style-type: none"> • Contribute to the development of effective relevant links with external agencies and with our associated schools.
<p>Management of Resources:</p> <ul style="list-style-type: none"> • Contribute with other staff to ensure a sharing and effective use of resources to the benefit of the schools and students. • Advise management of resource needs as and when appropriate.
<p>Other Specific Duties</p> <ul style="list-style-type: none"> • Participate in the school development planning processes, and attend relevant internal/external meetings. • Positively participate in the continuing professional development programme including the training of staff on new systems and procedures. • To carry out the duties in the most effective, efficient and economic manner available • To continue personal development in the relevant area • To have due regard and comply with all school policies • To supervise students as required • To undertake training as required • To participate in personal and team reviews/meetings • To participate in annual appraisal and implement agreed targets • Review and develop own professional practice, undertaking training as required. • Develop good working relations with other colleagues and students and promote a positive impression of the school • 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. • Assist in supporting whole school administration / projects where required. • To have due regard for data protection, confidentiality, child protection and health & safety policies. • Any other duties as the Headteacher may from time to time determine commensurate with the grade.
<p>Health and Safety Training</p> <ul style="list-style-type: none"> • 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 a 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

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11 – 16 in a voluntary or other professional capacity	E		A, I, R, P
Has led or made a major contribution to a project or initiative (e.g. progression work with partner schools, extra curricular activities)		D	A, I, R
Experience and understanding of Every Child Matters within a school setting	E		A, I, P
Supervisory experience		D	A, I
Experience of working with and analysing whole school attendance data on platforms such as SIMS, Arbour, etc.	E		A, I, R, T, P
Experience (or willing to learn) to drive the school minibus as required	E		I

B. Training and Qualifications

	Essential	Desirable	Source
Relevant degree		D	A, I, R
Relevant NVQ Level 4 qualification or equivalent level of experience	E		
Counselling or Mentoring qualification – level 2 or willingness to work toward within agreed timescales		D	A
Evidence of participation in regular professional development and further professional study	E		A, I
Full driving licence in order to be able to drive the school minibus for home visits and collecting students	E		A, I

C. Knowledge and Understanding

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

	Essential	Desirable	Source
Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		A, I
Understanding of relevant legislation	E		A, I
Understanding of inclusion, behaviour and attendance issues	E		A, I

Knowledge of how to deal with a range of different pupil behaviours	E		A, I
Understanding of the main challenges for pupils in the secondary sector	E		A, I
Understanding of teaching and learning strategies and how these impact on pastoral issues	E		A, I
Knowledge of monitoring, evaluation and review processes to raise standards	E		A, I
Knowledge and understanding of how to produce and analyse attendance reports	E		A, I, P
Knowledge and understanding of Microsoft packages including Excel spreadsheets	E		A, I, P

D. Personal Skills, Abilities and Competencies

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

	Essential	Desirable	Source
Ability to work sensitively with others to build effective relationships	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
High quality people skills to deal with difficult situations	E		A, I
A clear understanding of the impact of school improvement and in particular high-quality learning and teaching	E		A, I
Ability to use initiative to respond to and resolve problems in the short term	E		A, I
Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I
Ability to utilise a range of ICT functions	E		A, I
Very good organisational skills	E		
Very high level of communication skills to deal with children and adults	E		A, I
High levels of commitment, enthusiasm, inspiration and motivation	E		A, I
Ability to encourage and influence parents/carers to work co-operatively with the school and involve them in their child's education	E		A, I
A sense of humour	E		A, I

E. Legal Issues

	Essential	Desirable	Source
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.

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 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

The interview process

Deadline: Monday 5th August 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.