

Attendance Support Administrator

Candidate Information Pack

St Michael's Church of England High School



About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.

- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities.

About St Michael's Church of England High School



St Michael's Church of England High School, Crosby is an over-subscribed 11-18 mixed comprehensive school which is part of LDST (the Liverpool Diocesan Schools Trust).

The school is situated in Crosby in a popular residential area, close to open countryside and an impressive coastline, and offers excellent transport links.

Our Church of England status is extremely important to us and our Christian Vision and Values underpin every decision that we make for our young people. As the only Church of England secondary school in Sefton we offer a distinctive education based upon our Christian Vision and Values.

Post: Attendance Support Administrator – Permanent 36 hours per week, term time

Start date: as soon as possible

We are looking to appoint an Attendance Support Administrator. The main duties of the post include providing attendance support for families and students. The successful candidate will have excellent communications skills and will be able to deal with sensitive matters with the utmost care and confidentiality. You will be highly organised and have experience in using Microsoft Office, including Word and Excel.

The closing date for this application is **Monday 8th January 2024 at 12 noon.**

To apply for the post, please return your application form to:

smh.recruitment@ldst.org.uk

Job Description:

Title: Attendance Support Administrator

Salary: Grade D, SCP 5 - 6 - £23,500 pa to £23,893 pa pro rata

Approximate salary range: £19,782 pa to £20,113 pa

Hours: 36 hours per week, term time only

Contract type: Permanent

Reporting to: Executive Headteacher, Head of School and Deputy Headteacher

Location: St Michael's Church of England High School

Main Purpose

- To work alongside key staff and external agencies to reduce levels of unauthorised absence and under the direction/guidance of senior staff contribute to whole school attendance strategies.
- To provide attendance support for students and families under the instruction/ guidance of senior staff to improve levels of attendance.

Main Duties

- To improve the attendance of students, to school and to lessons, in line with the School Improvement Plan.
- To work with identified individual and groups of students, who may be experiencing attendance difficulties. Use regular attendance checks and make contact with parents/carers and students to improve levels of attendance.
- To enhance the work of external agencies, by contributing to whole school attendance strategies and systems.

Key Tasks

- To work with the Pastoral Team/Administration Team, to contact the families/carers of absent students on a daily basis.
- To work with the Attendance Officer to ensure the daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
- To assist with the identification of students who will receive support in improving their attendance record.
- To work with parents/carers in improving their child's attendance record and coordinating parental support and training where appropriate.

- Under the direction of senior staff, identify cohorts of low attending students and assist with workshops/sessions to promote the importance of attending school regularly.
- To collate, maintain and update attendance data.
- To share attendance data with school leaders and relevant school staff
- To work alongside relevant staff, including the Attendance Officer, Pastoral/Progress Leaders and Senior Leadership Team to exchange information and assist in the appropriate levels of intervention.
- To support the system of 'first day contact' within the school.
- To build positive relations with parents/carers to encourage family involvement in their child's attendance.

Administration

- To work with the Attendance Officer to check and verify attendance returns for the school census.
- To manage the induction and administration of new students including setting up initial meeting, providing the welcome booklet and admissions pack, requesting CTF and co-ordinating the induction morning with other staff members and entering data into management information system.
- Undertake word processing and other ICT based tasks including the production of letters, reports, schedules, etc.
- Accurate recording of all telephone conversations and meetings with parents.
- Maintain manual and computerised records and/or management information systems and produce termly reports for Headteacher.
- Completion of Termly Register Reviews.
- Assisting and monitoring correct Attendance Codes are entered in Class Registers on the management information system.
- Take notes at meetings and circulate to attendees, e.g. staff meetings.

Organisation

- To assist with student first aid/welfare duties, looking after sick students, liaising with parents/carers and or staff etc. To be a designated person to administer First Aid.

Resources

- Monitor the use of and support in the administration of the school bus service.
- Provide general advice and guidance to staff, students and others.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Complete Appointed First Aid at Work Training as required.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities, including performance management as required.
- Some flexibility will be required after-hours e.g. Open Evenings and other after-school events (time off in lieu of hours worked as agreed with line manager)
- To undertake any other duties commensurate with the level of the post, as required.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen