



# Attendance Administrator

Recruitment Pack - Feb 2025



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

“Inspiring lives through learning”



# Welcome

**People are at the heart of Bournside.** Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive.** These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “**a harmonious school**”.

We are highly ambitious for the academic progress of our students: our positive **Progress 8 score of +0.52** places Bournside in the top 16% of schools nationally for academic progress.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, dance studio, a large library, modern spacious English and Maths blocks, 12 new and further refurbished science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base within the school too.

No one gets lost in the crowd, however. In their 2022 report, OFSTED commented on the “**strong sense of community for both staff and pupils**” and that “**pupils are ready for learning and engage well with teachers and other adults.**” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

If you have any questions regarding the position please contact Human Resources - [recruitment@bournside.gloucs.sch.uk](mailto:recruitment@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

I look forward to receiving your application to join us in **inspiring lives through learning.**

**Steve Jefferies**  
Headteacher



**CHELTENHAM  
BOURNSIDE  
SCHOOL**





## Overview

# Attendance Administrator

<b>Start date:</b>	March
<b>Grade/pay scale:</b>	Actual salary £20,619 - £21,612 annual gross pro rata (Based on Grades D3-6)
<b>Working days/hours:</b>	Monday to Thursday 8:00am - 4:00pm, Friday 8:00am - 3:30pm
<b>Contract:</b>	37 hours per week, 39 weeks per year (term time plus INSET), Permanent
<b>Responsible to:</b>	Attendance Officer

An exciting opportunity has arisen to join Cheltenham Bournside School as an **Attendance Administrator**. We are looking to appoint an Attendance Administrator to work within our Attendance Team.

Attendance Administrator will work as part of a dedicated team of staff who track, intervene, and provide administrative support to ensure our students are attending as often as they can and get the very most out of their time with us.

The successful candidate must have excellent communication skills and have the ability and desire to communicate with students, staff and parents as part of this role.

**Closing date: Friday 28th February at 9.00am**

Apply online: [www.bournside.gloucs.sch.uk/school-information/careers-at-bournside](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside)

*Please note - We reserve the right to interview and appoint prior to the closing date.*



**CHELtenham  
BOURNside  
SCHOOL**



## Job description

# Attendance Administrator

*We are an equal opportunities employer and value respect and diversity across our school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.*

## Purpose

- To promote excellent attendance and punctuality and reduce levels of absence at our school.

## Responsibilities

- To follow and apply the school Attendance Policy
- To support the work of the Pastoral team to improve the attendance of our students
- To work collaboratively with the Pastoral team to reduce lateness to school
- To work with parents/carers in improving their child's attendance record
- To monitor and log school communication related to student absence
- To analyse and interpret information relating to attendance patterns and identify key areas for pastoral intervention
- To support the Pastoral team and Attendance Officer to write and send communications home related to student attendance and punctuality
- To assist and check records prior to the census to ensure that school attendance is accurate and up to date
- To monitor attendance of vulnerable groups and liaise with SEND/Pastoral team
- To have an overview of the daily registers ensuring that they are completed, and no missing marks or unexplained absences remain
- To maintain punctuality records and liaise with the Pastoral team regarding necessary interventions
- To prepare the school fire registers each morning to be used in emergency evacuations
- To act as a Fire Marshall when the school has an emergency evacuation to ensure that Pastoral and other leaders are provided with registers to check and reconcile
- To maintain the signing in/out student logs at student reception
- Oversee the coding of students who may be absent from school for approved off site activities



## Person specification

# Attendance Administrator

Cheltenham Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Higher level qualification in a relevant discipline</li> </ul>
<b>Experience, understanding and knowledge</b>	<ul style="list-style-type: none"> <li>Understanding or the willingness to learn about school attendance including relevant legislation</li> <li>Competent user of Microsoft Office packages including Word, Excel and PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the role</li> <li>Experience working in an education environment or similar public service context</li> </ul>
<b>Personal qualities</b>	<p>These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community.</p> <p style="text-align: center;"><b>Ambition</b></p> <ul style="list-style-type: none"> <li>Shows enthusiasm to excel in their role.</li> <li>Takes initiative to identify and pursue opportunities for growth and improvement.</li> </ul> <p style="text-align: center;"><b>Curiosity</b></p> <ul style="list-style-type: none"> <li>Possesses a natural curiosity and desire to learn new things.</li> <li>Approaches challenges and opportunities with an open and curious mindset.</li> </ul> <p style="text-align: center;"><b>Pride</b></p> <ul style="list-style-type: none"> <li>Punctual and reliable.</li> <li>Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines.</li> </ul> <p style="text-align: center;"><b>Purpose</b></p> <ul style="list-style-type: none"> <li>Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives.</li> <li>Is committed to serving the needs of students, parents, and the school community with purpose and intentionality.</li> </ul> <p style="text-align: center;"><b>Respect</b></p> <ul style="list-style-type: none"> <li>Shows empathy and understanding towards the needs and perspectives of others.</li> <li>Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment.</li> </ul> <p style="text-align: center;"><b>Support</b></p> <ul style="list-style-type: none"> <li>Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources.</li> <li>Provides encouragement and support to students, colleagues, and parents to help them achieve their goals.</li> </ul>	





## Supporting information

# Settling in at Bournside

We will fully support you with your transition to Bournside. Our HR team oversees the provision for new staff, including your induction to support you in understanding your new role.

### Induction

You will receive induction training on your first day, providing all of the information you'll need for a successful start at Bournside. Including:

- Leadership Structure
- Communication and meeting systems
- Induction procedures, performance management and professional development
- IT equipment
- Health and Safety
- Safeguarding
- Key policies

Your line manager or mentor will meet with you regularly to ensure you have the support you need.

### Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options and access to National Online Training resources.

We are also happy to discuss support to complete further relevant job role qualifications.

## Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning, was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.



*"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." - TDT Auditor, 2023*



**CHELtenham  
BOURNside  
SCHOOL**



## Support staff

# Employee Benefits

Please speak to the HR team about our full range of benefits.

### Lifestyle and wellbeing

- Salary sacrifice electric car leasing scheme
- Family-friendly policies
- Attractive salary and pension
- Generous annual leave entitlement/term time only working options
- Free one-to-one wellbeing support with qualified psychotherapist and coach
- Onsite parking facilities and cycle storage
- Free/discounted access to the school's onsite Gym (conditions apply)
- Cycle to work scheme
- Techscheme - save money on the latest tech from Apple and Currys PC World
- Blue Light Card - Discount Scheme
- Staff social events
- Onsite catering (8.00am - 1.30pm daily).

### Statutory and other benefits

- The full range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state-funded schools in relation to sick pay and pension rights.
- Provision of all necessary IT equipment.



**Lottie & Olive**  
**Our School Therapy Dogs**



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

**We are:**

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive



**“leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do”**

**“strong sense of community for both staff and pupils”**

**“the school curriculum is ambitious”**

**“inclusive environment”**

**- Ofsted, 2022**



**“**Inspiring lives through learning