



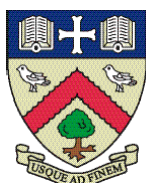
Attendance Administrator Candidate Information

February 2022



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

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, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing, and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a 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.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Mike Stratford, Deputy Headteacher ms@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.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is Monday 28th February 2022

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

Steve Jefferies
Headteacher



CHELTENHAM BOURNSIDE SCHOOL

Attendance Administrator

Start date: Immediately or as soon as possible

Salary: £15,859-£16,829

**Contract: 37 hours per week,
Term time only, Permanent,**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



Empowering lives through learning

**Applications by:
28th February 2022**

We are looking to appoint a dedicated and committed member of staff who will work with enthusiasm to support the school in maintaining exceptional standards of student attendance. You will work as part of a dedicated team of staff who track, intervene, and provide administrative support to ensure our students are attending gas school 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.

We are an equal opportunities employer and value and respect diversity across our whole 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. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



CHELTENHAM BOURNSIDE SCHOOL

Job Description

Attendance Administrator

Post title: Attendance Administrator

Responsible to: Attendance Officer

Hours per week: 37 hours per week

Working days and hour: Monday to Friday 8:30am-4:30pm (4pm on Fridays)

Working Weeks: 39 weeks per year

Contract Type: Permanent

Salary: £15,859 - £16,829 (Based on Grade D3-D6 £18,562-£19,698 FTE)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

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

Specific 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

Special conditions

This job description sets out the main duties of the post. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. You may be required to carry out other duties commensurate with your role.



Person Specification

Attendance Administrator

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

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths 	<ul style="list-style-type: none"> Higher level qualification in a relevant discipline
Experience, understanding, and knowledge	<ul style="list-style-type: none"> Understanding or the willingness to learn about school attendance including relevant legislation Competent user of Microsoft Office packages including Word, Excel, and PowerPoint 	<ul style="list-style-type: none"> Experience of the role Experience working in an education environment or similar public service context
Personal qualities	<ul style="list-style-type: none"> Sufficiently confident to work with parents and students whose attendance is problematic Well presented with a professional, friendly approach Excellent oral communicator with effective interpersonal skills Strong written communication skills Empathy and the ability to relate to young people and their parents/carers Self-motivated with high levels of personal drive Team player with a positive 'can do' attitude Ability to prioritise tasks effectively and efficiently to meet deadlines Resilient and able to accept constructive feedback to further improve performance Strong attention to detail and high levels of accuracy Willingness to take on new challenges, demonstrating innovation, curiosity, and initiative 	<ul style="list-style-type: none"> Experienced in dealing with families who struggle to engage with education, social or legal services.



Settling in at Bournside

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

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide 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.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

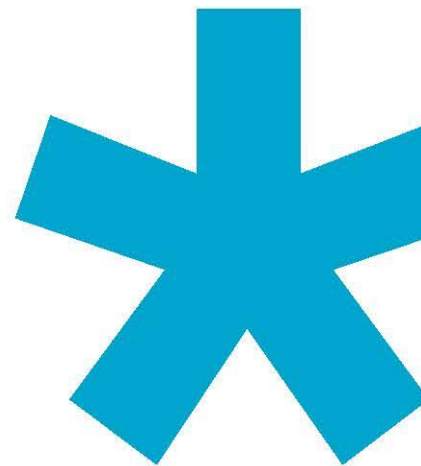
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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