

# St Alban's Catholic High School



*“Learning, Respecting, Caring”*

## Attendance Assistant

Grade 3 Point 7-11, full time salary £24,295-£25,979  
30 HPW/39 Weeks per Year pro rata £16,720 -17,879 actual  
Monday – Friday 8:00am – 2:00pm preferred working pattern.

The Governors are seeking to appoint an individual that will be part of the strategy for ensuring student progress is supported by strong attendance in years 7-13. The Attendance Assistant will work within a framework of school expectations and procedures, supporting students, and on occasions their families.

The successful candidate would preferably have previous experience of using Arbor within a school environment, must be organised and an excellent communicator.

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. Our mission statement is *‘Learning, Respecting and Caring’* and through this mission we aim to inspire, challenge, support and value every student to achieve their potential.

In our latest Ofsted inspection, January 2020, we were judged to be **‘Good’** in all areas. Inspectors found that *‘the schools Christian values have a positive influence with pupils understanding the importance of the school community. They are polite, mature and considerate towards others. They respect and look after each other’*.

### Main Responsibilities:

- To process and manage daily absence notes, emails and phone calls for all year groups
- To contact parents/guardians concerning student absence which has not been reported
- Maintain registers, ensuring that all students are registered twice a day, ensuring accurate recording of students educated off site, excluded etc.
- To undertake administrative and clerical duties arising from the registration of students’ lateness and absence
- To follow up any ‘unauthorised’ absence through discussion with colleagues, parents/guardians and EWO as necessary
- To input/enter and update attendance data on Arbor, monitoring and ensuring accuracy at all times
- To support the Attendance Officer in the management of all attendance data, providing information for analysis as required, and supporting the identification of trends and patterns of absence.
- To liaise with Education Welfare Services to support persistent absentees and vulnerable groups

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school’s distinctive ethos and mission statement as a Catholic School.

All offers of employment will be subject to an Enhanced Disclosure and Barring check, evidence of Right to Work in the UK and satisfactory completion of all other pre-employment checks.

The full job description, application and other forms are available at [www.st-albans.suffolk.sch.uk](http://www.st-albans.suffolk.sch.uk)

Completed application and disclosure forms should be submitted electronically to [recruitment@st-albans.suffolk.sch.uk](mailto:recruitment@st-albans.suffolk.sch.uk)

**Closing date: Friday 19<sup>th</sup> July Interview Date: W/C 22<sup>nd</sup> July 2024**