



**CROWN HILLS**  
COMMUNITY COLLEGE  
*A Specialist Sports College*

# Appointment Information

## Attendance Officer L2



Crown Hills Community College

Gwendolen Road, Leicester LE5 5FT

Tel: 0116 273 6893

[office@crownhills.leicester.sch.uk](mailto:office@crownhills.leicester.sch.uk)

[crownhills.com](http://crownhills.com)





Dear prospective applicant,

Thank you for taking the time to read about this role and our school. CHCC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

The School now seeks to temporarily appoint a motivated member of staff to join the pastoral team to lead on attendance. We believe in simple rules and expectations and that is why we expect children to respond 'first time, every time' – this role will support to strengthen this culture.

The successful candidate will:

- Work with the pastoral team and office staff to promote positive attendance.
- Primarily be involved in monitoring and recording attendance.
- They will work alongside the other members of the team that will include Assistant Head of Years, Heads of Year, Inclusion Support Workers, Safeguarding team and Education Welfare Officers.

This is a fantastic career opportunity for a highly motivated professional to join a school on an exciting journey. Crown Hills Community College is an exhilarating and innovative school that produces exceptional progress for its learners and will make a significant contribution to the lives and opportunities of our families.

Over the past few years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us- <https://www.crownhills.leicester.sch.uk/page/?title=Vacancies&pid=17>

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible.

I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that ASPIRATION, COMMITMENT and SUCCESS are the three key drivers that will support the development of our pupils.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our e-teach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Wednesday 2nd April 2025. Please include your cover letter in the supporting statement section.

Interviews likely to be W/C 7th April.

I look forward to receiving your application.

Yours sincerely,



Mr F Adam (Principapl)

## JOB DESCRIPTION

Job Title: Attendance Officer Level 2	11-16	Maintained
College: Crown Hills Community College	Grade: Grade 4, Point 7 – 10	
Reports to: Assistant Principal	Salary: £21,785.57 - £23,220.40 (Actual Salary) £25,584.00 - £27,269.00 (Full time equivalent)	
Term: 37 hours per week, term time only 7.45am – 3.45pm. Plus 3 Teacher Days.		

### OVERALL PURPOSE OF POST

To provide a central point of contact and administration function that encourages teaching/pastoral staff, parent/carers and external agencies/staff to support referred pupils in gaining full time education.

### MAJOR OBJECTIVES

1. To support all staff in fulfilling their pastoral duties and responsibilities at the college.
2. To ensure that students with inappropriate attendance records and welfare problems are monitored and supported in gaining full education at the school/college.
3. To accept referrals from members of staff on all welfare and attendance matters affecting students.
4. To liaise on referrals with the Local Authority's Education Welfare Officer (EWO) where appropriate.
5. To ensure that full consultation and discussion is undertaken with school/college staff, parents/carers and appropriate support agencies regarding individual cases.
6. To undertake a proper exchange of information on students moving from one area to another or from one school to another, within the Local Authority.
7. To ensure accurate, confidential and up-to-date records are maintained.
8. To ensure that work is sent home for excluded pupils.
9. To ensure that students with medical ailments are treated correctly or referred to the appropriate medical practitioner.
10. To ensure that School/College staff are aware of and adheres to attendance/tardy policies and procedures.
11. To implement and promote the School/College's and Leicester City Council's policies and procedures relating to all areas of employment and service delivery.

\*All appointments will be subject to references and pre-employment checks.

## SUMMARY OF JOB TASKS

1. Manages/Supervises allocated human, material and financial resources.
2. Analyses and maintains accurate attendance records and to keeps pastoral staff aware of current issues and problems.
3. Organises appropriate support for students within the School/College and, where appropriate, liaises with the Local Authority's Education Welfare Officer (EWO).
4. Develops, maintains and encourages liaison between parents, students, college and support/agency staff.
5. Visit homes and calls parents/carers to investigate absence from the School/College and any other problems that may be School/College or home based and provides feed back information to the appropriate School/College/agency staff.
6. Provides and maintains case records for each referred student and attends case discussions called by other agencies.
7. Assists in managing the medical room, administering first aid and supervising the Assistant in their day-to-day responsibilities.
8. Works with other external support agencies and local bodies.
9. Notifies appropriate bodies of movement and information on students who move schools and advises/ assists where necessary on individual transfers of students from one school to another.

## PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task

## QUALIFICATIONS & TRAINING

1	A level of numeracy and literacy sufficient to carry out the duties of the post.	E	✓	
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## EXPERIENCE AND SKILLS

2	Experience of working in a school/college environment.	E	✓	
3	Experience of dealing with people at all levels and from a variety of backgrounds, often in difficult circumstances.	E	✓	
4	Administration and ICT skills sufficient to perform the role (Bromcom/ CPOMS/ Microsoft Office).	E	✓	✓
5	Knowledge and understanding of child attendance and welfare issues	E	✓	
6	Experience of analysing and reporting data	E	✓	✓
7	Experience of working to support young peoples learning	E	✓	

\*All appointments will be subject to references and pre-employment checks.

# PERSON SPECIFICATION

Assessed by:

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
8	Ability to present information effectively, verbally and in writing	E	✓	✓

## OTHER CONDITIONS

9	Willing and able to work outside/after normal hours when necessary.	D	✓	
10	Willing and able to makes home visits and engage family in dealing with child attendance/welfare issues.	D	✓	

## EQUAL OPPORTUNITY

11	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E	✓	
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## OTHER SKILLS

12	First aid skills necessary to administer advice and/or assistance as part of School/College medical team.	D	✓	
13	Must be able to work under pressure and prioritise work	D	✓	✓