



# Marden High School

## Job Outline

<b>Post</b>	<b>Attendance Support / Detention Coordinator</b>
<b>Grade</b>	<b>4</b>
<b>Responsible to</b>	<b>Assistant Headteacher - Pastoral</b>

### Main Duties of the Post

Under the instruction/guidance of senior staff: provide general administrative and organisational support to the school and in particular with respect to attendance.

### Attendance Support

Provide support to the Attendance and Home School Liaison Officer by:

- Identify individual reasons for non-school attendance by students and work with Attendance and Home School Liaison Officer to devise, implement and monitor strategies for effective attendance.
- Recognise patterns and issues in attendance and communicate these effectively to Attendance Officer, Heads of Year and parents.
- Log all registers by 9.15am. Text message alerts to parents.

### Detention Coordination

- Undertake and coordinate the scheduling and rescheduling of whole school detentions, as directed by the Assistant Headteacher - Pastoral
- Liaise with teachers/pupils/parents/Heads of Year
- Undertake all administration relating to the Whole School Detention system and rewards system.
- Produce detention data at end of each half term.

## **Administration**

- Provide general clerical/administrative support e.g photocopying, filing,
- Emailing, complete standard forms, prepare routine correspondence
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Maintain and collate pupil information as requested
- Liaise with parents via phone, text, email, letter

## **Resources**

- Operate relevant equipment/ICT packages (e.g Google Docs, word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies of detention forms/other stationery that may be required
- Provide general advice and information to staff, pupils and parents

## **Responsibilities**

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Be prepared to undertake the training/duties of a first aider
- Participate in training, other learning activities and performance development, as required

## **General**

To undertake any other duties appropriate to the grade of the post

## MARDEN HIGH SCHOOL

### Person Specification

**Post** Administration and Organisation (Level 2)

**Grade** 4

Area	Criteria	Requirement
<b>Skills/Knowledge/Aptitudes</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT packages</li> <li>• Use of relevant equipment/resources</li> <li>• Good keyboard skills</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team: understanding school roles and responsibilities and your own position within these</li> <li>• Ability to identify own training and development needs and co-operate with means to address these</li> <li>• Ability to work unsupervised and on own initiative</li> <li>• Appropriate knowledge of first aid</li> </ul>	<p>Essential Essential Essential Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy/literacy skills</li> </ul>	<p>Essential</p> <p>Essential</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> <li>• Experience of working in a school</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Good communication skills</li> </ul>	<p>Essential</p> <p>Essential</p>

## Appendix

### Rewards

To complete this process at the end of each term
Complete Poster for Events, have printed and distribute to Form Tutors
Send class lists out to tutors via google docs and ask to complete with form class requests. Advise them to check spreadsheet before requesting event to ensure their student has sufficient points to take part.
Collate requests and allocate places.
Complete individual tickets for events and distribute to Form Tutors to be issued to students.
Collate requests for purchases / bookings Complete order and return to Finance to order items Match vouchers to student, and issue to each individual, recording a signature for receipt.
<b>Certificates</b> At the end of each term, have certificates printed and distribute to Heads of Year and Form Tutors for completion for Awards Assemblies.
Order Certificates, Gold, Silver and Bronze, run report re points and write out certificates (225) for school to give to Heads of Year for signing.
Arrange for printing and distribute Achievement Postcards for posting out to parents.
Organise file of Achievement Certificates for Assistant Headteacher - Pastoral to issue at the Awards Assemblies
<b>Data</b> Keep a record of all requests pertaining to Rewards. Deduct points on spreadsheet after students have taken part in event. Create register for each event, and ensure student has taken part before deducting points. (Absences, changed mind etc) Populate the spreadsheet with Data taken from SIMS termly so I can have an accurate record of events students have taken over the year. The Data on SIMS is the Yearly Achievement figure, the working document is the spreadsheet.
<b>Report</b> Complete a report each term, including costs, numbers and outcomes, highlights and issues for each event.