



Chelmsford County High School for Girls **A Grammar School with Academy Status**



Appointment **Attendance Officer**

Required:
ASAP

Salary:
Scale 4-5, points 7-12 dependent on experience
(FTE £22,369 - £24,496)

Part-time, term-time plus 1 week during the summer holiday period
30 hours per week across 5 days



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May 2023

Dear Prospective Applicant

Appointment of: Attendance Officer

Thank you for requesting information about the post. Should you decide to apply and be successful you will be joining a school which, from your first visit, will strike you as vibrant, bursting with energy and enthusiasm, and above all a very happy school that celebrated its Centenary Year in 2007. You will also find it useful to visit the school website www.cchs.co.uk.

We are rated as an “outstanding” school, a badge we are proud to hold and which applies to all areas of the School’s activities.

Chelmsford County High School for Girls has been a single academy trust since 2011. The status offers us a range of opportunities to pursue academic goals whilst running the school as a limited company. The School expanded to 5 forms of entry in 2015 in response to increasing demand for grammar school places in the area, over 1,300 girls sit our entrance test each year.

The School was awarded a substantial grant to expand by an additional form of entry from September 2020. This was conditional to the School developing its existing strategies of working with local primary schools to encourage and support girls from disadvantaged backgrounds sitting our entrance test and securing a place. To that effect we have amended our admissions policy and committed to reserving up to 30 places for girls in receipt of Pupil Premium and Free School meals whose results fall within the top two bands.

Our school is led by a strong team of senior staff and governors who are constantly striving for excellence, seizing all opportunities for the benefit of our students and our staff.

We are seeking to appoint a person with the skills, knowledge and experience to complement the team of teachers and leaders. Above all, we are looking for a committed individual with a genuine interest in providing the highest quality in every aspect of the role. Our students deserve the very best we can provide. We believe in the importance of a collaborative approach and a commitment to the team. The successful applicant will benefit from a wide range of experience at our school and above all enjoy working with us.

Thank you for your interest. If you feel that Chelmsford County High School for Girls can provide the challenges and opportunities you are looking for then we would be delighted to hear from you.

Yours faithfully

Stephen Lawlor
Headteacher



STUDENTS

Chelmsford County High School is a great place to work with a caring ethos – our students are motivated, pleasant, courteous, well-behaved and enormous fun! They like school, and enjoy learning, achievement is high, and almost all the students go on to Higher Education at the most competitive universities, including Oxford and Cambridge.

THE SCHOOL

Chelmsford County High School was founded in 1906 as one of the first girls' secondary schools in Essex. In an area where most other schools are all-ability comprehensives, it is a selective grammar school with academy status.

In September 2015, we expanded our intake for Year 7 and Year 12 admitting 150 students per year groups. Most of our students in Year 11 return for the Sixth Form, and some 30-40 students join Year 12 from other schools. Entry at Year 7 is highly competitive: according to our admissions policy we offer places to the 150 girls who meet our criteria, out of the 1,300 or more who sit the entrance test. The School has a large number of "feeder" primary schools, around 80 in any one-year group! Entry into the Sixth Form is determined by a strong performance at GCSE, which suggests good potential in the subjects chosen for A Level. At present, there are 1,049 students on roll with 259 in the Sixth Form. Our students follow a broad curriculum with equal value attached to each subject area. We are working towards an Artsmark Gold Award, which celebrates the emphasis we put on creativity across the curriculum.

This is not a complacent school. We regularly review our practice, and ensure that classroom methodology is appropriate to the needs of our students. All staff have the opportunity to contribute to whole school planning for improvement through their subject and year teams as well as focus groups, each led by a member of the Senior or Middle Leadership Team.

This is a very busy school, which places a strong emphasis on enrichment activities. There is a fine tradition of musical performance, and most students play at least one instrument. There are many orchestras, choirs and ensembles. Drama is also an important enrichment activity,





with clubs, and major school productions involving many students. Our sports teams are very successful, as are our individual sportswomen. Our students are lively and talented, as well as being academically able, and we try to provide plenty of opportunities for them. They also run a wide range of clubs or societies such as the Law society and Medical society where they invite speakers or present papers themselves. House activities include some distinctly less serious events, which nonetheless challenge student ingenuity. As a girls' school we challenge gender stereotypes and place great importance in presenting our students with a wide range of opportunities beyond the taught curriculum, this includes involvement in many STEM activities and competitions.

In terms of resources and buildings, we have a fine mixture of "traditional", provided by the original main building, and a variety of buildings dating back to different decades of the last century together with some excellent modern facilities, such as the Music and Languages Centres. There is good computer provision, including interactive whiteboards in every classroom. We have some dedicated Sixth Form facilities, a dance/drama studio, and all-weather artificial pitch. We recently created a lecture room where we run a programme of academic lectures.

Governors are highly committed individuals who are generous with their time and the expertise they bring to the School. Parents are very supportive individually or through the Parents' Association, and have, obviously, very high expectations of the School. We have a strong school community, which is friendly and welcoming. We trust our students to behave well, and the atmosphere in the School reflects our high expectations of them in this respect.

STAFF

- ❖ The School currently has a **teaching establishment** of 43 full-time and 25 part-time staff.
- ❖ There is a **non-teaching establishment** of 34 Support Staff most of whom are part-time, who support teaching and learning in various capacities.
- ❖ **New Staff Induction Programme** - new colleagues benefit from a comprehensive programme of support and guidance from their Department, Faculty and Pastoral teams.
- ❖ **Professional qualifications** - we offer teaching staff the opportunity to develop their knowledge and understanding of education by offering a contribution to the cost of a Master's degree or an NPQ course.
- ❖ **Continuing Professional Development** - we have well-established Professional Development Groups and School Development Groups, which provide staff with focused and personalised development programmes.
- ❖ **Leadership development** - we have devised and run the 'CCHS Leadership Programme' to enable colleagues to secure leadership experience, as well as develop their existing practice, to facilitate career progression.
- ❖ **Wellbeing** - we have a staff wellbeing group as part of a whole-school commitment to ensuring that all staff thrive in their professional roles.



The Senior Leadership Team

- ❖ **Headteacher** **Mr Stephen Lawlor**

- ❖ **Deputy Headteacher** **Mrs Jo Cross - Academic**

- ❖ **Deputy Headteacher** **Ms Fiona Harrison - Pastoral**

- ❖ **Assistant Headteacher** **Mr Adam Selby, Teaching & Learning and Staff Development**

- ❖ **Assistant Headteacher** **Dr Michael Palmer, Head of Sixth Form**

- ❖ **Business Manager** **Mrs Melissa Mulgrew**



Job Description

Post:	Attendance Officer
Status:	Permanent, 30 hours per week, term-time + 5 days in the summer holidays
Line Manager:	Deputy Headteacher - Pastoral
Liaison with:	Senior Leadership Team, Year Leaders and other staff, external agencies, parents and students

Purpose of Job

- To provide administration support to the Deputy Headteacher (Pastoral) and Year Leaders.
- To collect and record student attendance and absence data using computerised and manual systems.
- To support the Year Leaders in the monitoring and review of student absence.

Duties and Responsibilities

The post holder will be expected to:

Attendance (Years 7 - 11) and on-line reporting

- To oversee and monitor Years 7 -11 student attendance data as recorded by the tutors on SIMS.
- Provide daily Fire registers for the Front Office.
- Provide weekly attendance reports for the Pastoral Briefing.
- Support Years 7 -11 Year Leaders in relation to student absence, providing data and statistics for review.
- Follow up student absence, obtaining explanatory notes from parents/carers and liaising with Form Tutors, Year Leaders and the external agencies, if relevant.
- Enter attendance, behaviour and achievement data into SIMS.

Administration

- Provide administration support for the Deputy Headteacher in relation to counselling, assembly rota, tutor boxes, logbook orders and various calendared events.
- Produce correspondence as required using a variety of software including Word, Excel and PowerPoint.
- Be the primary liaison with the school counsellors to arrange appointments and oversee the diary.
- Provide administration support to the Year 11 Year Leader in the preparation of the Leadership Conference.
- Oversee the ordering of prefect and leadership badges and monitor stock.
- Provide administration support for the Prefect process in Year 10.
- Arrange the photocopying and distribution of documents, as required.



General Duties

- Assist with the development of school administrative systems.
- Participate in the annual performance management process.
- Participate in team and staff meetings.
- Participate in staff training and development sessions.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title. The post-holder will be expected to work flexibly and carry out all duties in compliance with the School's policies.



Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake basic calculations Ability to interpret and present data in a professional and appropriate format
	Technology	Ability to use photocopier Ability to use Microsoft packages including MS Word, MS Excel, MS PowerPoint and MS Outlook
Communication	Written	Ability to complete forms and write routine letters
	Verbal	Ability to exchange routine verbal information clearly with students and adults
	Languages	Seek support to overcome communication barriers with students and adults
	Negotiating	Consult with colleagues Ability to display a calm, tactful and responsible attitude
Working with children	Behaviour Management	Understand and implement the School's behaviour management policy
	SEN	Understand and support the differences in students and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school and Sixth Form curriculum
	Child Development	Basic understanding of the way in which young people develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with students, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information



Person Specification

Responsibilities	Organisational skills	Good organisational skills Ability to work on own initiative and deliver a high level of service without requiring precise direction at every stage Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Ability to manage own time effectively Ability to balance competing priorities and achieve deadlines
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role



Application Process

To apply for this role, please submit a completed application form supported by a letter addressed to Mr Stephen Lawlor, Headteacher, outlining what you would bring to the post, addressing the Person Specification and the Role Description.

Please give the names, positions, organisations and telephone contact numbers of two referees, one of whom must be your current or most recent headteacher/employer. Referees will be contacted prior to interview, unless you specifically state otherwise. **Referees should be from different organisations and references should cover at least the past 5 years of employment. A clear Enhanced DBS certificate is a pre-requisite of employment.**

Please also complete and return the Equal Opportunities Monitoring Form, which is included with the Application Form. This will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on this form will be treated as confidential and used for statistical purposes only. This form will not be treated as part of your application, and will not be seen by anyone involved in the selection process.

Finally, please ensure that you have included work, mobile and home telephone contact numbers and an e-mail address. Please also indicate any dates when you will not be available for interview.

Applications should be sent to Mrs Rae Dale, HR Manager, **with a covering letter for the attention of Mr Lawlor**, by email to: HR@cchs.co.uk



About Chelmsford

Situated just 30 miles northeast of London, Chelmsford is the perfect base, with excellent road, rail and air communications. The A12 runs to the east of the town, meeting the M25 near Brentwood, with London's Liverpool Street railway station, and Stansted Airport 30 minutes away, respectively. From a bustling town centre with excellent shopping and eating facilities, to tranquil villages, unspoilt countryside and coast, Chelmsford is the perfect combination of city and country.

Chelmsford took the top spot in the 2018 Sunday Times Best Places to Live guide. In the guide, which ranks towns on factors including jobs, broadband speed, culture, community spirit and local shops, Chelmsford ranked Best Place to live in the East as it is also home to several excellent state schools, and the Anglia Ruskin University.

Despite redevelopment in the past 30 years, Chelmsford retains many glimpses of its past. It was awarded City status in 2012. Mentioned in the Census of 1086 as two settlements beside the River Can, later joined by a bridge, it became the County town in 1250. The Blackwater and Chelmer Navigation Canal opened in 1797, linking the town to the coast, and the railway came in 1843. Chelmsford is the renowned birthplace of radio; Marconi began broadcasting in 1895, and the city has attracted major names in the business world ever since.

The town centre benefitted from some investment recently with John Lewis, and many more high-class shops located in the new Bond Street.





Attendance Officer

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**Part-time, term-time plus 1 week during the summer holiday period
30 hours per week, across 5 days**

We are looking to appoint an able individual as the main school Attendance Officer. The post-holder will be expected to record and collate data on student attendance, efficiently and accurately. A keen interest in working with young people is essential.

The role requires someone with an eye for detail, energy and enthusiasm, and the ability to prioritise in a calm manner. The successful candidate will be approachable, have strong people skills and a 'can do' attitude and be able to demonstrate excellent organisational skills. Experience of working in an educational environment and of using SIMS and MS Office software would be desirable.

The post is part-time, 30 hours per week across 5 days, term-time only, plus 1 week in the summer holidays.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The post is subject to an Enhanced DBS clearance.

For more information and an application form please visit: www.cchs.co.uk/vacancies/

Completed applications to be emailed to Mrs Rae Dale, HR Manager: HR@cchs.co.uk with a covering letter addressed to Mr Stephen Lawlor, Headteacher.

Closing date for applications: 4pm, Wednesday 24th May 2023

Interview date: w/c tbc

The School reserves the right to close the application window early, should a suitable pool of candidates apply before reaching the above deadline.