



# SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

ATTENDANCE AND  
ADMINISTRATION OFFICER



*Inspire  
Empower  
Shape The Future*

# THE SCHOOL

## Welcome to Borlase

Welcome to Sir William Borlase's Grammar School, where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and an outstanding extra and super-curricular programme.

## History

Founded in 1624 on the same site we occupy today, the brick and flint Cloisters, clock tower and Chapel of Borlase share a street with Mary Shelley's cottage where she wrote Frankenstein, TS Eliot's house and the original site of the Royal Military College now at Sandhurst.

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

## Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

## Our future

We continue to look forwards, always inspired to provide the very best opportunities for our students. We have recently embarked upon a major programme of investment in our site. A new sports centre was opened in 2021 and a new school refectory is opening in 2023.



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# WORKING AT BORLASE

## A professional community

In joining the staff at Borlase, you would become part of a professional community dedicated to improvement. We invest heavily in staff professional development, but we believe that in a high-performing culture such as ours, the most effective professional growth comes through learning from others in the community and becoming more adept at self-regulated improvement.

We are recognised by the High Performance Learning organisation as a World Class School; testament to the commitment to research-led best practice that we have established at Borlase for over a decade.

We work closely with the local Teaching Hub to provide training for staff at all levels, including NPQs. We also support members of staff to work towards academic qualifications such as Masters degrees and educational doctorates.



## A commitment to wellbeing

We are committed to providing an outstanding, supportive work environment. An ongoing dialogue with staff about workload has led to changes in our working practice to reduce data collection and reporting points and to streamline our marking and feedback policy.

The Borlase staff is a friendly, sociable team and there are regular trips to theatre productions and sporting events. There is a well-provisioned staff common room and access to a superbly equipped onsite gym.

## Staff benefits

The children of members of staff are given priority in the admissions process in the event of oversubscription. Please see the school's admissions policy for more details.

The school also has a two-week October half term. There is an active staff wellbeing and social group who organise summer canoeing, bbqs, weekly running clubs, open water swimming and any other activities staff would like to do!



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# THE ROLE

## Attendance and Administration Officer

### *Pay Range 3*

*Actual Annual salary £18,803 -£20,339 depending on experience*

*Monday to Friday 8.15am – 3.30pm (33.75 hours a week)*

*(Term time Only – including INSET days -39 weeks)*

### **Job Purpose**

Responsible to: Senior Leader in Charge of Attendance

- To be responsible for whole school daily attendance record keeping and daily follow ups with parents/carers to ensure there are no unexplained absences and produce timely lists, information, run reports for the leadership team/ pastoral team relating to attendance
- To maintain student attendance records and act as liaison between tutors and parents in all matters related to attendance
- To liaise with senior staff and work in collaboration with other support services to improve attendance rates

### **Main responsibilities:**

- Attendance - First response procedure for absence
- Daily monitoring of registers
- Monitor late and unexplained absences
- Liaise quickly with the attendance support staff, teachers and tutors to resolve unexplained absences, missed lessons/supervised study periods
- Liaise with parents by telephone, email and/or letter over absences;
- Keep Tutors, Key Stage offices informed of absences
- Provide attendance information for Key Stage Team to set targets to improve attendance as needed; tracking persistent absences, poor punctuality for reports to line manager in the first instance and then Heads of Key Stages

- Provide daily attendance data in a timely manner to SLT for completion of the DFE return
- Maintain records on the attendance system ensuring high standards of recording are in place
- Produce attendance data/ reports if needed (supported by the Data Manager)
- Process student absence requests
- Following up on missed lessons or supervised study sessions
- Utilise SIMS , email, parent comms and appropriate systems for parent alerts for absence and lateness
- Manage the issuing of detention linked to attendance
- Keep abreast of statutory requirements and legal changes to parental and school responsibilities regarding school attendance and facilitate the distribution of information regarding changes throughout the school
- Print the Fire Report daily

### **Supervision:**

- The post holder reports to the Assistant Headteacher responsible for Pastoral, Behaviour, Attendance and Personal Development, for overall direction, but operates independently on a day to day basis and will be required to deliver a high level of personal responsibility for the management of attendance
- The post holder will set their own work priorities and exercise initiative to ensure the successful delivery of the key areas they are responsible for, including dealing with situations as they arise
- The post holder will be proactive in suggesting and be able to implement improvements in systems, processes and / or working methods that enhance service delivery and / or generate savings to the school



# THE ROLE

## **Additional Responsibilities:**

- To undertake supervisory duties according to the school's published rotas
- To undertake an administration responsibility (nominated at interview)
- To be part of the First Aid Team

## **As with all members of staff the post holder is required:**

- Be aware of and comply with the policies and procedures relating to Safeguarding, child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with line manager and/or Headteacher;
- To undertake training and constructively take part in meetings to assist with the effective development of the post and post holder;
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times;
- To carry out duties and responsibilities in accordance with the school and Trust's Health and Safety Policy and relevant Health and Safety legislation;
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents,

- To observe proper professional boundaries and having regard to the safeguarding and wellbeing of students;
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies;
- The post holder will be expected to comply with any reasonable request to undertake any other tasks or work commensurate to the grade of the post that is not specified in this job description, as required from time to time by the line manager, Headteacher and/or other members of the School Leadership Team; (Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified)



# THE PERSON

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GCSE or equivalent in Maths and English	A Level Qualification or higher First Aid Training Safeguarding / child protection knowledge/ training
<b>Previous Work</b>	Previous experience of working with first line school attendance Experience of communicating with a range of people in a professional environment Experience of recording data and following up on information with attention to detail	Previous experience of leading a school attendance process Experience of working with school attendance of KS5 Knowledge of SIMS
<b>Professional Skills and Experience</b>	Strong communication skills Ability to work within limited deadlines and under pressure Highly organised and efficient with the highest standards of attention to detail in using spreadsheets, records and relevant software A competent IT user of databases e.g. SIMS, word, excel and ability to adapt to new technologies	Experience of supporting young people in a school environment and working with parents Experience with google software An understanding of the most recent Keeping Children Safe in Education 2023 Policy



# THE PERSON

	<b>Essential</b>	<b>Desirable</b>
<b>Other Personal Qualities</b>	<p>Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing)</p> <p>Well-developed planning and organising skills including time management</p> <p>Effective, engaging communicator with children and staff</p> <p>An effective team player, working with colleagues collaboratively</p> <p>A professional and responsive manner, adapting to the needs and emotions of young people and adults.</p>	<p>Willingness to contribute to the wider life of the school.</p> <p>Experience in fostering good relationships between all members of the school community.</p>



# HOW TO APPLY

*Please do contact us with any queries or if you would like to discuss your situation with us first.*

**For an application form please visit [www.swbgs.com](http://www.swbgs.com) and click on Vacancies**

## KEY DATES

**9.00am Monday 4th December 2023**

*Deadline for application*

**We reserve the right to close the vacancy early should a suitable candidate apply before the closing date.**

**Applications submitted via email should be sent to Mrs Lynn Cupitt-Jones, HR Administrator at [lcupitt-jones@swbgs.com](mailto:lcupitt-jones@swbgs.com)**

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy. All shortlisted candidates will be subject to an online search as part of the safer recruitment process.



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