

Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



MAY 06 2025

Gildredge House

Position: Attendance Administrator

Contract: Part-time, term-time only

Start date: September 2025

Deadline: Please see website for details

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Attendance Administrator**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk.

CLOSING DATE:	Please refer to the deadline on the website
START DATE:	September 2025
INTERVIEWS:	In the week following the closing date for applications
HOURS OF WORK:	15 hours per week, Permanent. Term-time only (43.2 paid weeks per year, including holidays and 1 week of INSET in term-time)
SALARY RANGE:	Gildredge House Support Staff Scale - Grade 4 Points 9-10 (£24,404 - £24,790 FTE in 2024-2025). <i>Actual salary range £8,197 - £8,326 pro rata.</i> <ul style="list-style-type: none">• Are you organised, with the ability to multi-task effectively?• Do you have excellent written and spoken communication skills?• Can you build effective relationships?• Do you have an eye for detail and accuracy?

If the answer to these questions is 'yes', then Gildredge House wants to hear from you.

We are looking to appoint an exceptional candidate to the new position of Attendance Administrator for our all through free school.

This role will involve communicating with parents, students and colleagues on a daily basis. The main job role is to maintain accurate manual and electronic records for school attendance and to liaise with our Pastoral Support Team and advise on all matters relating to attendance, with the support of the Attendance Officer.

Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

Our school motto: 'Aspire'

As an employee of the school, you would benefit from:

- Local Government Pension Scheme for Support Staff
- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season

- A supportive induction programme for new staff to the school.
- Support and mentoring by an experienced Attendance Officer.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: careers@gildredgehouse.org.uk to enquire.

If you are interested in the position please download the Application Pack on our website.

Please complete the Application for Employment and return to careers@gildredgehouse.org.uk by 9.00 a.m. on the date indicated on the website.

If you wish to discuss the post further or visit the school, please contact careers@gildredgehouse.org.uk Tel: 01323 400650.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that they are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the UK GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Attendance Administrator: Job Description

Reporting to: Attendance Officer

SLT Links: Heads of School, Deputy Headteacher: Behaviour, Attendance and Safeguarding

Salary: Gildredge House Support Staff Grade 4 (15 Hours p/w) Term Time Only

Main Job Role

- Maintain accurate manual and electronic school records for attendance.
- Liaise with Pastoral Support and advise on all matters relating to attendance with the support of the Attendance Officer.

Main Responsibilities:

- Daily management of the attendance absence telephone line/email account and update school attendance database to ensure that all absences are accurately recorded.
- Make daily contact with parents of absent students and update school attendance database, accordingly, following up any unauthorised absences and adding relevant notes on database.
- Support Pastoral team with morning absence checks within school.
- Check updates of unexplained absences from previous school day.
- Update database with relevant late marks.
- Communicate with class teachers for missing marks / register completion. Check the accuracy and correct coding on registers.
- Inform Attendance Officer of any outstanding registers and ongoing registration compliance issues.
- Liaise daily with Attendance Officers in both phases of the school on attendance registration for specific students.
- Liaise with Alternative Provision providers to ensure attendance is monitored.
- Ensure that students authorised to leave school during the day for pre-arranged appointments, emergencies or other appropriate reasons have officially signed out in line with school attendance policy and/or completed a Withdrawal from Learning Form.
- Attend weekly attendance meetings with Attendance Officers.

Professional Development

- Attend relevant training to improve self-performance in relation to the post.
- Take ownership of performance management targets, achieve and review through to successful annual completion.

The post holder is required to deal with matters of a confidential and sensitive nature in line with school policy.

This Job description may be updated by the Head of Schools from time to time to accommodate the changing needs of the growing school. The post-holder may be required to undertake other duties as may reasonably be required by the Heads of School.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the safeguarding, well-being and care of students.

Attendance Administrator: Person Specification

Experience and Qualifications

Essential

- GCSE (or equivalent) Mathematics and English
- Experience in administration

Desirable

- Safeguarding certification
- Current First Aid certificate
- Experience in using a Management Information System

Skills and Knowledge

Essential

- A good level of ICT skills (Microsoft Word, Excel, Outlook, Teams, OneDrive)
- Ability to create and maintain a database
- Ability to multi-task to achieve deadlines in a diverse working environment.

Desirable

- Knowledge of school policies and procedures
- Working knowledge of Data Protection

Professional Skills

Essential

- Highly competent in dealing with matters of a confidential and sensitive nature
- Flexibility and desire to work as part of a team.
- Good organisational skills in work-related matters.
- Effective communication at all levels
- Ability to be flexible within a post that requires different skill sets on a daily basis.

Desirable

- Able to reflect on and analyse own practice.

Personal Qualities

Essential

- A caring nature and a genuine love of working with children
- An enthusiasm and desire to provide the best possible experience to the Gildredge House community
- Strong interpersonal skills
- A willingness to challenge yourself and achieve excellence
- The ability to inspire confidence in parents and colleagues in equal measure
- Tactful, respectful and sensitive to the needs of others
- Flexible and adaptable in approaching new ideas
- Strong commitment to the values and ethos of Gildredge House
- A willingness to participate in school events

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly, makes sure each child reaches their full potential.

The deadline for applications is indicated on the school website. If you are interested in the position, please complete an Application Form, available from the school website:
<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to careers@gildredgehouse.org.uk by 9.00am on the closing date.

We look forward to hearing from you.