



Appointment of
Attendance Officer

Full-time, term-time only
Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming an Attendance Officer here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship

here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully



Mrs Jane Lunnon
The Head



About The Role

The purpose of the Attendance Officer role is to monitor, analyse, and intervene in matters of pupil attendance, persistent absence, and punctuality across the School. This role is central to maintaining the smooth operation of the School's attendance processes and plays a vital part in supporting the School's safeguarding and pastoral care frameworks.

The successful candidate will be a highly organised individual with excellent communication skills, capable of effectively tracking, managing, and reporting on attendance while collaborating closely with pastoral and academic staff.

Responsibilities of the Role:

The responsibilities of the Attendance Officer are to:

- Ensure digital registers are completed and processed and that any absence or lateness is identified in a timely manner.
- Manage the school's 'Late at the Gate' strategy for AM attendance which includes directing designated Teaching and Operational staff.
- Carry out searches for pupils missing from lessons and contact parents if necessary.
- Support the work of the Education Welfare Officers (EWOs) and Designated Safeguarding Lead (DSL) in supporting the Emotional Based School Avoidance strategy.
- Support the nursing and counselling team in their management of student attendance at 'The Well'.
- Support the broader operations of 'The Well' as necessary.
- Liaise with Form Tutors, Heads of Year, Sectional Leads, the DSL and the Deputy Head (Pastoral) regarding attendance concerns.
- Meet with the Deputy Head (Pastoral) and DSL to discuss poor or patterned non-attendance and persistent absence.
- Work alongside the Section Administrators to follow up with Form Tutors and teaching staff to reconcile any incomplete registers and where necessary support with contact home to address student absence.
- Liaise with staff to ensure all students are accounted for in registration and lesson registers and that the School's attendance and safeguarding responsibilities are fully and consistently met, including logging concerns on the School's pastoral and academic monitoring and reporting systems.
- Work with the Data Systems Manager to build best practice in reporting trends and statistics which may be of use, in formats which are accessible to all.
- Keep abreast of any changes to government or DFE guidance on attendance and share updates with the Deputy Head (Pastoral).
- Undertake relevant CPD to keep up to date with best practice and statutory requirements.
- Be familiar with the relevant School policies and contribute to annual updates.
- Produce a weekly absence report for all pupils in each year group highlighting any areas for concern and sharing insight into any identifiable patterns.
- Contribute to termly and annual reports about attendance including Governors reports as part of the Deputy Head's (Pastoral) reporting to Governors.



- Work with Pastoral Leaders, staff and parents to promote good attendance and punctuality across the school including application of rewards, sanctions and contact with home.
- Work with Section Leads and Section Administrators to manage requests for leave during term time, follow up details needed and communicate leave of absence decisions to parents.
- Support the Heads of House with their operations and events away from attendance duties, supporting the smooth running of this critical pastoral mechanism.

Other

- Be aware of the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote, and act within the School's policies and practices about data protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote, and act within the School's Safeguarding Policy.
- Any additional duties, as directed by the Designated Safeguarding Lead (DSL) and the Deputy Head (Pastoral) which are within the reasonable capability and responsibility of the Attendance Officer.

Line Management:

The Attendance Officer is managed on day-to-day basis by the Deputy Head (Pastoral) and DSL and is ultimately responsible to the Chief Operating Officer (COO).

Our Values (the Alleyn's ROCCCK!)

Respect
 Opportunity
 Curiosity
 Courage
 Kindness

Person Specification

Qualifications	A good level of numeracy and literacy. GCSEs (or equivalent) in English and Mathematics at grade C/4 or above.
Experience	Proven experience in a school or similar administrative role, ideally related to attendance, safeguarding, or pastoral care. Experience of working with young people in a pastoral capacity and an understanding of the challenges that may impact school attendance is desirable. Familiarity with attendance management systems and reporting tools is desirable.
Safeguarding, Confidentiality & Discretion	A strong understanding of Keeping Children Safe in Education (or the keenness to learn). The role holder's position will give them access to information which cannot be shared externally and may require discretion internally. Familiarity with school safeguarding systems and procedures, such as CPOMS or similar.
Organisation Skills	Ability to follow general instructions (working closely with a manager/supervisor) and able to organise and prioritise work on a day-to-day basis. Strong organisational and administrative skills are essential. The role holder will be able to forward-plan and pre-empt busy periods.
ICT	Proficient in using IT systems is essential, including Microsoft Office applications (Word, Excel, Outlook). Previous experience of i-SAMS is desirable, but full training will be given.
Physical Attributes	A good level of fitness allowing the person to move around freely throughout much of their work. A significant amount of time may be spent moving around the substantial school-site.
CPD	Willingness to learn new skills and develop, particularly in safeguarding or attendance-related areas.
Relationship Management	Ability to work independently and as part of a team, maintaining a proactive approach to problem-solving. The successful applicant will need to be able to handle challenging situations with professionalism and good humour. They will also be a team player able to forge effective relationships across the School.
Ability to work with Children	Ability to interact well with and motivate children, and to challenge behaviour that falls below the standards required.
Communication	Ability to communicate professionally with pupils, colleagues and parents in spoken English.
Written Communication Skills	Ability to draft e-mails, letters and instructions to be received by pupils, colleagues and parents.
Timekeeping & Flexibility	Ability to be punctual and reliable, and to work additional hours in exceptional circumstances.
Attention to Detail	Attention to detail, particularly in maintaining accurate records and producing reports. Ability to identify problems with your own immediate work, including the accuracy of written and/or numerical data and to correct or report these issues to others.
Personal Attributes	A positive, professional attitude with a commitment to promoting good attendance and punctuality. Confidence in dealing with sensitive situations involving students and families. Resilience and the ability to remain calm under pressure. A flexible approach to work and a willingness to undertake additional tasks to support the pastoral team.
Analytical & Judgement Skills	Ability to analyse and interpret data, identify patterns and use own judgement to determine the correct course of action.



Working at Alleyn's

Terms and Conditions

This role is based on site at Alleyn's School in Dulwich, South London. The role holder will work full-time, term-time only. The core hours are based on 37.5 hours a week, working Monday to Friday from 8:00 am to 4:00 pm, excluding a 30-minute unpaid break for lunch. The successful candidate will be required to work a full day on Founder's Day, one Saturday per year in late June or early July.

The full-time equivalent (FTE) annual salary for this position is £30,000 to £35,000 based on experience and qualifications and will be paid over twelve-monthly instalments. As this role is term-time only, the actual salary will be £22,238 to £25,944 calculated on a pro-rata basis.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions

On completion of the required recruitment checks, the post would be available to the successful candidate immediate effect or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the COO, Guy Collins-Down, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to: HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Tuesday 3 December 2024.

If you have any questions you are very welcome to contact Human Resources by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School. This will consist of interviews with relevant colleagues including the Designated Safeguarding Lead (DSL), the Deputy Head (Pastoral) and the CFO. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

