



St Richard's Catholic College

A High Performing Specialist Science School

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September 2022

Dear Applicant

Thank you for expressing an interest in the post of Attendance Officer (full or part-time). I do hope, having read the enclosed information, you will consider applying for the post.

The school roll is at present 1040. The school enjoys an excellent reputation in the community and our numbers for admissions are over-subscribed each year. The GCSE results (2021-22) were 86% 4-9 grades in English and Maths and 74% 5-9 grades including Maths and English (BASICS measure).

Visitors to the school often comment on our 'strong' family atmosphere, supportive ethos and Christ-centred caring environment. Pupils are positive, respectful and fully engaged in their learning. They enjoy coming to school and each is encouraged to develop to the full. Ours is a 'can do' culture with the belief that everyone can achieve. We are a Specialist Science College with High Performing Specialist School status and we have Leading Edge status, Fairtrade Fair Achiever Award status, Artsmark Gold Award and Space Education Quality Mark. In 2018-19, the SSAT awarded the school exceptional Education Awards at Transforming Level for 'Engagement with Stakeholders', 'Climate for Learning' and 'Leadership through Moral Purpose'. In 2019-20 the SSAT awarded the school two further Exceptional Education Awards at Transforming Level in 'Professional Development' and a 'Variety of Teaching Approaches'. In 2020-21, the school was awarded a further Exceptional Education Award at Transforming Level in 'Wellbeing'. We are ambitious to become one of the best schools in England.

The role of Attendance Officer is a vital one in ensuring that high-percentage attendance figures for all pupils occurs. Working with Pastoral Leaders and other support services, you will be endeavouring to encourage all children to attend school regularly and punctually. You will also be offering support to those with long-term absence by liaising between home and school to ensure that work and any potential support are provided. You will work closely with the Pastoral Care Team to drive high standards of attendance for all groups of pupils.

To carry out this role successfully, you will need to have a welcoming telephone manner and be calm and efficient in your approach. You will be the main contact with many parents/carers so you will need to respond sensitively and professionally to their concerns. You will also be required to be a First Aider; training will be given for this role.

The Job Description gives you the full range of tasks to be covered in this role, so I hope having looked through it you will be inspired to apply for the position. Training will be provided.

I look forward to receiving your application and a supporting statement outlining your skills, experience and ability to carry out our Attendance Officer role successfully.

The closing date is Monday, 17th October 2022, however, we encourage you to apply as soon as possible as we may interview on receipt of applications rather than await the closing date.

Yours sincerely

D. Cronin

Miss D Cronin
Principal

