



# **Claverham Community College**

## **Attendance Assistant**

Information for Applicants

Principal: Mr P Swatton

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT  
Tel: (01424) 772155  
Fax: (01424) 774106  
e-mail: [recruitment@claverham.org](mailto:recruitment@claverham.org)  
Website: [www.claverham.org](http://www.claverham.org)

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Dear Applicant.

**Re: Post of Attendance Assistant**

Thank you for your enquiry regarding the vacancy for the above named post. The post is 14.5 hours per week Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm, term time only and will be paid on Single Status Grade 4 point 8– 10, £17,173 - £17,681 (actual is £5,834 – £6,006 per annum).

This role will require you to be hardworking and a team player. You will have outstanding organisations skills, the ability to multi task, collate, input and monitor data accurately.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to [recruitment@claverham.org](mailto:recruitment@claverham.org) by the closing date of Friday 4<sup>th</sup> January 2019. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS check.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton  
**Principal**

## **About Claverham Community College**

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

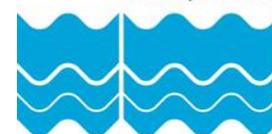
1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.



**EAST SUSSEX COUNTY COUNCIL**  
**CHILDREN'S SERVICES**

**JOB DESCRIPTION**

**SCHOOL:** Secondary

**POST:** Attendance Assistant

**GRADE:** SS4

**RESPONSIBLE TO:** Principal, Deputy Principal and Business Manager

**Main Purpose of the Job**

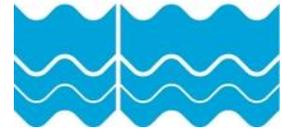
To support the College Attendance Policy through the administration of registration processes. To assist in supporting and monitoring attendance throughout the College.

**Main Functions**

1. To be responsible for first day of absence messages and contacting parents whose children are unaccounted for from individual lessons and to monitor lesson marks.
2. To be the first line of contact for parents/carers in relation to attendance and to liaise with reception staff, Heads of House and Senior Leadership Team in order to combat absenteeism.
3. To make phone calls home to report on the first day of unaccounted absence of any students.
4. To provide attendance information for Profiles and EMA.
5. To produce reports and statistics as requested.
6. To be aware of the College priorities as identified in the School Development Plan.
7. To undertake general clerical and reception duties as directed by the appropriate manager.
8. To carry out these duties in accordance with the Children's Services Equal Opportunities policy.
9. Any other reasonable request as directed by the Principal.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants for people working with children and vulnerable adults will need to undertake a DBS enhanced clearance check for this authority.



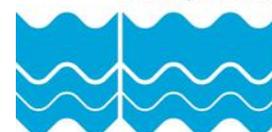
**EAST SUSSEX COUNTY COUNCIL**

**Person Specification**

**Post Title: Attendance Assistant**  
**Location: Claverham Community College**  
**Grade: Single Status 4**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and inter-personal skills and the ability to communicate with a range of audiences.</li> <li>• Ability to organise and prioritise work effectively in order to meet deadlines and to maintain high standards at all times.</li> <li>• Ability to respond proactively to unexpected problems and situations.</li> <li>• Ability to produce accurate and up to date records and reports as required.</li> <li>• Ability to develop and maintain efficient record keeping systems.</li> <li>• Ability to show sensitivity and objectivity in dealing with confidential issues.</li> </ul>		<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Grade 'C' or equivalent in English and Maths</li> </ul>		<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A good knowledge of the</li> </ul>		<ul style="list-style-type: none"> <li>• Application/</li> </ul>

	<p>work in a school.</p> <ul style="list-style-type: none"> <li>• Computer literate and efficient in the use of Microsoft Office and databases.</li> <li>• Some knowledge of school policies including Child Protection, Health &amp; Safety and Equal Opportunities.</li> <li>• An understanding of the needs of young people within an educational environment.</li> </ul>		Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of undertaking a range of clerical and administrative duties, including data input</li> </ul>		<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people.</li> <li>• Good interpersonal skills including use of tact and sensitivity</li> <li>• Commitment to working as a positive and constructive team member</li> <li>• commitment to Equal Opportunities</li> </ul>		<ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul>



**EAST SUSSEX COUNTY COUNCIL**

**Occupational Health**

This section is to make you aware of any functions you may be expected to perform or to which you may be exposed, in relation to the post you are applying for, which may have an impact on your health. If successful in your application, this information will help you identify any health related conditions which may impact on your ability to perform the job enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving and handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift/Night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and/or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood/body fluids	<input type="checkbox"/>

## **The Selection Process**

The interview process will involve:

- A tour of the school;
- Meeting with the Deputy Principal (responsible for behavior & attendance);
- Data Exercise;
- Formal interview.

We look forward to receiving your application.

**Deadline for receiving applications: Friday 4<sup>th</sup> January 2019.**