



**OUR LADY'S**  
CATHOLIC HIGH SCHOOL

# Attendance Officer & Sixth Form Administrator

## Candidate Pack

Location: London Borough of Hackney, N16 5AF  
Salary: NJC Pay Scale Scale 6 (Inner London), Point 18 – Pro Rata  
Contract: Permanent, Full Time, (Term-time Only)  
Start date: April 2024



Visit Our Website

<https://www.ourladys.hackney.sch.uk/>

**APPLICATION CLOSING DATE**

**22ND MARCH 2024, BY 12 NOON**





# Welcome Letter from the Headteacher

Dear Colleague,

Thank you for your interest in the post of **Attendance Officer & Sixth Form Administrator** at Our Lady's Catholic High School.

Our Lady's Catholic High School has a rich history, established in Amhurst Park in 1904 by the Servite Sisters. Our founders' Servite values continue to shape our institution, fostering inclusivity and a commitment to nurturing each child as well as promoting excellent academic outcomes.

Our standards are high and maintained through excellent teaching, positive relationships and a culture of high aspiration.

From September 2024, the school will admit boys into Year 7, providing the same high-quality teaching and personal development opportunities that our girls experience.

The school has recently been graded as 'Good' by Ofsted and was graded as 'Outstanding' during its section 48 inspection in 2017.

Details of how to visit the school or arrange an informal conversation with me are included in the job advert. We look forward to receiving your application.

Yours sincerely,

Andy English  
**Headteacher**

# Job Purpose & Key Responsibilities

## Job purpose:

- To monitor and support attendance.
- To support parents and students to achieve high levels of attendance.
- To provide administrative support to the Sixth Form Team.

## Ethos:

All staff are expected to support the Catholic ethos and Servite values of the school.



# Key Responsibilities

- Monitor and follow up on daily student attendance and punctuality.
- Engage with parents/carers to establish reasons for student absences.
- Send letters regarding attendance matters as required.
- Ensure accurate maintenance of attendance records on the school's MIS system.
- Liaise with the Educational Welfare Officer for rigorous attendance intervention.
- Develop strategies with staff and parents to improve attendance.
- Deal with attendance concerns efficiently.
- Work with external agencies for alternative provision students.
- Communicate with parents and external bodies regarding student welfare.
- Provide administrative support to the SLT and assist in the main office as required.
- Carry out duties during breaks and after school as needed



# Key Responsibilities

## Sixth Form

- Provide administration support for Head of 6th Form and Assistant Headteacher responsible for 6th Form, including:
- Follow up daily absences and communicate with parents/carers
- Supervision of the Sixth Form study area
- Administer the signing in/out of students
- Assist with monthly attendance reports and UCAS administration

## Administration

- Accurately record and update safeguarding information.
- Ensure secure storage of referrals to external agencies.
- Keep up-to-date records of CP/Safeguarding and attendance.
- Analyse attendance and punctuality data and produce reports as required.
- Liaise with EWO for further action on attendance issues.

## Other

- Establish constructive relationships with colleagues and external partners.
- Support the school's ethos, work, and aims.
- Participate in training, development, and extracurricular activities as required.
- Maintain confidentiality and discretion at all times.



# Key Responsibilities

## Safeguarding

- Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including identity and enhanced DBS checks and a willingness to demonstrate commitment to the standards which flow from our vision and values.
- The postholder may be required to work outside of normal school hours on occasion (e.g. Parent evenings, Twilight sessions, etc.), with due notice.
- This job description is not exhaustive and may be subject to change. This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time. This job description will be reviewed regularly.



# How to apply

If you are interested, please complete the Application and Recruitment Monitoring forms and send these to Human Resources Manager at **recruitment@olchs.co.uk**

The Forms can be found on our website.



<https://www.ourladys.hackney.sch.uk>



[recruitment@olchs.co.uk](mailto:recruitment@olchs.co.uk)



6-16 Amhurst Park, London, N16 5AF