



Attendance and Family Liaison Officer

Pay Range: **SCP 8-13**

Hours: **32.5 per week, Term Time plus 2 INSET days**

Approximate starting salary: **£24,702 (FTE) £16,918 (actual)**

Deadline: **Midday, Tuesday 9th July 2024**

Start Date: **1st September 2024**

We are seeking an exceptional administrative and pastoral candidate with the energy, passion and creativity to work as an Attendance and Family Liaison Officer in our thriving All-Through school. The successful candidate will be able to work between the hours of 0730 and 1430 Monday to Friday. The main priority of the role is to ensure all pupils are registered correctly every day and to follow up on any absence concerns, as well as working with families to support the overall good attendance at school.

CFS is a vibrant, collaborative and forward thinking school for 4-16 year olds, where the personal development of our pupils is just as important as the academic curriculum. Our values of 'nurture, challenge and inspire' influence everything we do as a school, and genuinely permeate all areas of school life. If you share our values and ideals, we strongly encourage you to find out more about CFS via a visit to the school or through our school website www.chichesterfreeschool.org.uk.

Ideally, the successful candidate will have previous school experience, and will be committed to embracing the unique and special environment and opportunities of working in an All-Through school.

CFS follows national pay scales and the starting point within the range listed will be agreed on appointment with the successful candidate.

Our Values and Aims





The School

CFS is now entering its second decade and is fully established in our state-of-the-art facilities on the Carmelite Convent Site on the Hunston Road in the south of Chichester. Our PAN is 60 in primary, and 120 in Secondary, but in most year groups we are oversubscribed with waiting lists.

As a Free School, we are the same as any other academy; we are both held and hold ourselves to the same exacting and rigorous standards as all state-funded schools. We follow the national curriculum, and are proud of our ambitious, inclusive and varied curriculum offer. Our pupils engage with SATs and GCSE assessments. Since 2013, CFS has achieved two 'Good' Ofsted Inspections. As a school we are now striving for excellence in all areas, and to achieve above average outcomes in both phases.

CFS is open to pupils of all abilities. We do not have a catchment area, thus ensuring the School is fair and inclusive. We take part in the West Sussex County Council (WSCC) admissions process. As a school we benefit from longer holidays, specifically at October half term, Christmas and during the summer.

The Pastoral Team

Chichester Free School is committed to providing a full and effective education to all pupils and embraces the concept of equal opportunities for all. We endeavour to provide an environment where all pupils feel nurtured, challenged and inspired; feeling valued and welcome. The specific team you will be joining includes four Heads of Year, three Assistant Heads of Year and a Behaviour and Pastoral Officer.

The Role

The successful candidate will be expected to be a competent computer user with the ability to accurately record the daily absences of pupils to ensure that all pupils are accounted for. You will be a good communicator with the ability to work as part of a team, be able to use your own initiative and be able to prioritise the tasks in hand. Whilst the priority of the role is to ensure all pupils are accounted for daily a large part of the role will also be working with the pastoral team to identify pupils whose attendance is falling. This role will see the successful candidate working closely with the pastoral team to not only support pupil attendance but also look at the holistic support that is on offer for individuals and groups of pupils with the knowledge that the successful candidate will bring having also built strong relationships with the families.

You will:

- be a skilled and competent professional who is enthusiastic and totally committed to the ethos of the School
- readily establish excellent relationships with both staff, pupils and parents
- have an up-to-date awareness of current issues and challenges in education
- possess drive, expertise and enthusiasm
- possess an optimistic and resilient style when faced with pressure
- be able to communicate well with children and young people, having an understanding of safeguarding and promoting the welfare of young people
- use SIMs to log pupil absence and other important information
- communicate with parents/carers via telephone and email
- ensure all absences are accounted for



- Complete home visits for pupils where attendance is a concern
- Meet regularly with the pastoral team to get an oversight of the difficulties pupils are having alongside attendance concerns
- Meet with families and other professionals to get a further understanding of any difficulties presenting at home
- Work closely with the SLT lead for attendance to look at the impact that attendance initiatives are having on attendance for individuals, groups and whole year groups

All staff at CFS commit to fully contributing to the ethos and life of the School in and outside the classroom.

CFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Executive Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

The Recruitment Process

For further information and an informal discussion about this post, please do not hesitate to contact us via recruitment@chichesterfreeschool.org.uk or on **01243 792690**.

Candidates should complete an application form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to recruitment@chichesterfreeschool.org.uk by midday, Tuesday 9th July 2024.

Early applications are encouraged, and we reserve the right to interview and appoint prior to this deadline.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Qualification/Attainment

a. Educated to GCSE or above	Essential
b. Evidence of relevant Professional Development	Desirable

Knowledge Base

a. Excellent professional knowledge and understanding of the role	Essential
b. A understanding of SIMS school management system	Desirable
c. An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children	Desirable

Experience

a. Previous experience of working in a similar role	Desirable
b. Previous experience in a school setting	Desirable
c. Previous experience as an attendance officer	Desirable

Skills Required

a. Decision making skills: the ability to solve problems and make decisions	Essential
b. Teamwork: the ability to work collaboratively with others	Essential
c. Communication skills: the ability to make points clearly and understand the views of others	Essential
d. Self-management skills: the ability to plan time effectively and organise oneself well	Essential
e. Able to communicate with a wide range of audiences including pupils, parents, teachers and associate staff	Essential
f. Articulate, literate and numerate	Essential
g. Ability to be innovative, creative and tenacious.	Essential
h. High level ICT skills, including experience of using SIMs	Desirable
i. First Aid qualification	Desirable

Attitude/approach

a. A deep and passionate commitment to the values and ethos of CFS	Essential
b. Possess a positive attitude and approach to change and development	Essential
c. Flexible and firm with the ability to know when to be either	Desirable
d. Enjoy rising to the challenges inherent in a school environment	Essential
e. Ability to work under pressure and multi-task	Essential



f. Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the values and ethos of CFS	Essential
g. Be an ambassador for the School, maintaining visibility, demonstrating impact, presence and self-confidence	Essential
h. Understanding of confidentiality and discretion	Essential
i. Maintain pride in work with high expectations of self and others	Essential

Safeguarding

a. Commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Essential