



Archbishop Blanch CE High School

Welcome

I would like to offer you a very warm welcome to Archbishop Blanch School. Archbishop Blanch is the only Church of England girls' school in the city and offers all students a dynamic place to learn in a caring, Christian way.

Our Christian ethos permeates through everything we do, underpinned by our Christian values. Archbishop Blanch is a happy school; our students are keen to learn, are respectful and develop into well rounded individuals. They are supported by creative teaching using the latest technologies to enhance their learning, alongside a strong pastoral support system. It is a pleasure to watch them mature into confident young people who will become our citizens of the future.

Claire Madeloso
Headteacher

**We aim to "Not love in word or talk, but in deed and in truth"
(1 JOHN 3:18)**



Archbishop Blanch CE High School

About the School

Archbishop Blanch Church of England High School for girls in year 7-11, with a mixed sixth form, is at a very exciting stage in its development. Judged to be "Outstanding" in February 2020, behaviour is described as "impeccable", while the school's core values were seen as critical to the success of students. Our school is a very diverse community and we welcome applicants of all faiths and cultures.

Across the board, the curriculum is ambitious and students achieve excellent results in external examinations. This is underpinned by a strong pastoral system that enables pupils to flourish.

The number on roll at Archbishop Blanch is increasing and the school is heavily oversubscribed.

We have state of the art facilities including a brand new build that opened in January 2024, an impressive staff development programme and a highly motivated student body to offer to the successful candidate.

As a faith-based school, we have an "Outstanding" SIAMS report and have recently had an extremely positive Keeping in Touch visit. The welcoming and inclusive environment was noted throughout both visits.

The outstanding behaviour of our students, state of the art facilities and excellent pastoral care results in many visitors commenting on the strong sense of a real community atmosphere existing within the school.

Staff morale is high, the atmosphere in the school is very positive and students' work and behaviour in and around school reflects this. Staff and student retention are high leading to a calm atmosphere across the school with consistency and stability evident.

We have strong partnerships with many external organisations and agencies including other secondary and primary schools.

We have a very strong and supportive Governing Body who take an active part in the life of the school and are fully involved in moving the school on in its journey of school improvement.

Our school is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks.

Community Compassion Thanksgiving Trust Friendship Forgiveness



Archbishop Blanch CE High School

About the role

Vacancy: Attendance and Data Manager
Start Date: As soon as possible
Grade: NJC Grade 6 points 24 – 29 (£33,024 - £37,336)
Working hours: 8.00am to 4.00pm Monday to Friday
(Term Time plus inset days)

This varied role is ideal for anyone hoping to make a positive impact on the lives of children within our diverse and welcoming community.

You will be actively engaged in supporting the school by positively promoting excellent student attendance and having an exceptional attention to detail in managing school data effectively. If you have the skills and experience to build constructive relationships and work proactively with all members of our school community, this opportunity could be perfect for you.

The successful applicant will join a talented and hardworking staff team. Our school is located in a diverse area of the city and we are proud of our multi-cultural student body.

How to Apply

Please return completed application form to recruitment@blanch.org.uk by 12noon on Friday 22 March 2024. Interview date to be confirmed.

Our school is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the [Rehabilitation of Offenders Act 1974](#) (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

ARCHBISHOP BLANCH CE HIGH SCHOOL

JOB PROFILE

“Archbishop Blanch School is committed to safeguarding and promoting the welfare of children and young people”

Post Title:	Attendance and Data Manager
Working Time:	Full Time
Grade:	NJC Grade 6 point 24 - 29
Disclosure Level:	This post is subject to a current Enhanced Disclosure.
Line Manager:	SLT link for Attendance and Data

The post holder is required to support and encourage the school's Christian ethos and its objectives, policies and procedures as detailed in the current Staff Handbook and Policy File. This also includes commitment to policies integral to the ethos of the school.

Job Purpose

To assist and support the Headteacher, SLT and teaching staff in providing high standards for promoting exceptional attendance and effective data to promote the school's ethos and vision - We aim to “not love in word or talk but in deed and truth” (1 John 3:18).

The role will strategically be working with the SLT team to effectively manage attendance and data processes within the school.

Key Tasks

- Manage the attendance procedures using the school's MIS
- Ensure the that whole school attendance consistently maintains exceptionally high standards
- Support the efficient and effective provision of attendance and data functions
- Maintain student attendance and data records
- Maintain electronic records and databases of students
- Support the completion and submission of all statutory data returns required for external stakeholders including DFE

Main Duties/Responsibilities

Attendance

- Manage daily attendance routines ensuring registers are completed within the required timescale
- Effectively input and record student absence data
- Implement first response protocol for absences
- Conduct home visits, organise parents meetings and issue letters and penalty fines as appropriate
- Meet regularly with SLT lead for attendance and external stakeholders including the Education Welfare Officer
- Respond to all enquiries relating to attendance
- Ensure all students are accounted for through effective monitoring of lesson attendance
- Manage detentions and sanctions relating to late attendance
- Produce weekly and termly attendance analysis for SLT
- Attend SLT meetings to present on attendance when required

Data

- Work with SLT to develop the school's data management strategies
- Manage the efficient transfer of data between the School and relevant external agencies and stakeholders
- Maintain the whole school assessment database and ensure data input is timely, accurate and complete
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Manage and develop the student Progress Reports system including regular updates and the production of individual student reports
- Maintain student timetables and assist SLT with timetabling when requested
- Ensure the school is working to all changes in legislation regarding school data and collections
- Promote the effective use of data within the school
- Liaise with staff re data collection and initiate data collections in line with the Data Calendar
- Support SLT, Progress leaders and teachers with data as required
- Contribute to the staff CPD on preparing and using data for raising achievement
- Liaise with the network manager and external support to ensure the efficient running of all systems and software, running updates as necessary
- Responsible for the accurate and timely completion and submission of statutory data

Working with others

- Act as a source of support, advice and expertise for all staff regarding attendance and data matters.
- Engage with external agencies and specialist services as required.
- Continuously keep SLT informed of any issues or ongoing enquiries.
- Support the DSL to ensure the SLT is kept up-to-date on a termly basis regarding all attendance issues
- To act as a point of contact for all enquires relating to attendance and data
- Work with staff (particularly SLT attendance lead, designated safeguarding leads, the SENCO, and teachers on attendance matters
- Promote supportive engagement with parents in promoting good attendance
- Take part in strategy discussions and inter-agency meetings

Work with SLT data lead and the data and examinations officer on data matters

Information sharing

- Support the Head of School and DSL Team to ensure student records are kept up-to-date.
- Keep detailed, accurate and secure written records of concerns and referrals relating to attendance.
- Support SLT, Progress leaders and teachers with student progress data
- Understand the importance of information sharing with appropriate staff and external agencies.
- Work in line with relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.

Professional conduct

- Be responsible for the care, accuracy, confidentiality, security and maintenance of highly sensitive information, in accordance with GDPR regulations. Remain aware at all times of confidentiality and sensitivity requirements in relation to the service provided.
- To operate within agreed legal, ethical and professional boundaries when working with children and families and those involved with them.
- Remain up to date and compliant with all relevant organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
- To adhere to school policies practices and procedures and be an advocate for school safeguarding, behaviour and online safety policies.

General

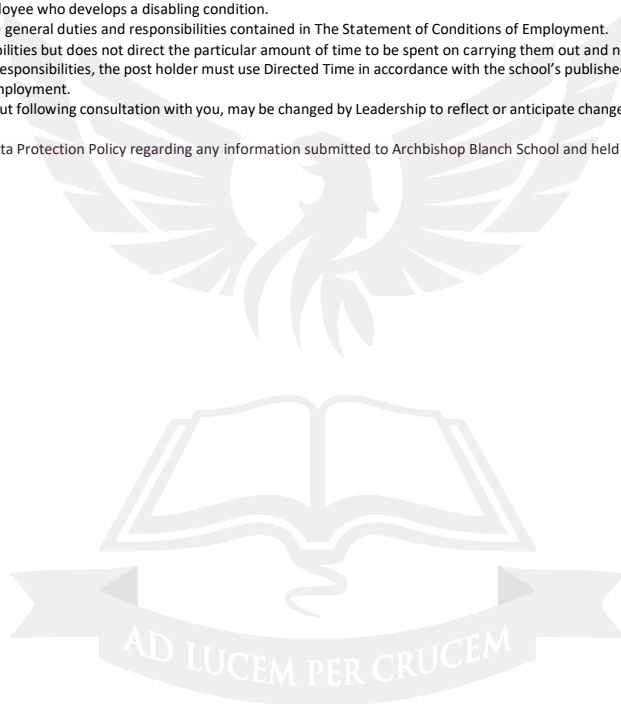
- To contribute to the overall ethos, aims and objectives of the school for example by attending meetings, sharing information and expertise to improve outcomes for children.

Community Compassion Thanksgiving Trust Friendship Forgiveness

- To carry out all duties in accordance with the Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.
- To participate as required in appraisal and performance management processes and to take full responsibility for the implementation of own and continued professional development
- Work flexibly as may be required by the needs of the school and the vulnerability of the families
- To carry out any other reasonable duties as required or requested by the headteacher, consistent with the purpose and the grade of the post.

NOTES

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The responsibilities for this post are subject to the general duties and responsibilities contained in The Statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to clause 4(1) (f) of the Teacher's Conditions of Employment.
- This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.
- All staff are bound to comply with the School's Data Protection Policy regarding any information submitted to Archbishop Blanch School and held under the Data Protection Act 1998.



Archbishop Blanch

Person Specification

Attendance and Data Manager

Education/Training	
At least 5 GCSEs with a Grade C (5) in English and Maths (or equivalent)	E
Extensive working knowledge of databases, spreadsheets and relevant software particularly to interrogate data	E
Comprehensive understanding of how to support colleagues to use student data	E
Knowledge of statutory responsibilities relating to school data and reporting	E
Designated Safeguarding Lead Training	D
Experience	
Experience of working in a school environment or with children in another context or educational setting	D
Demonstrable experience of operating MIS systems	E
Experience of working in an educational setting	D
Experience of collecting, collating, interpreting and disseminating a wide range of data in different formats	D
Experience of dealing with sensitive and confidential student information	E
Experience of liaising with external stakeholders	D
Experience of working successfully with a variety of outside agencies including attending and contributing to multi-agency meetings	E
Experience of preparing documentation for external agencies and statutory returns	D
Professional Knowledge and Skills	
Ability to communicate effectively (both orally and in writing with a wide range of stakeholders)	E
Ability to keep confidentiality and an understanding of confidentiality	E
Understanding of the key issues and legislation relating to safeguarding and Keeping Children Safe in Education	E
Ability to lead meetings	E
Proven ability to act as an effective advocate for children securing positive outcomes on their behalf	D
Ability to adapt and contribute towards change in a positive manner. Spots opportunities or problems in own area and takes action to capitalise on opportunities or resolve problems	E
Is an advocate for equality of opportunity and respecting Diversity	E
Builds positive and productive working relationships with a wide variety of individuals and groups	E
Proactively gets involved in projects that are outside of immediate work area that contribute to the development of the school and the wider community	E
Personal Skills and Qualities	
A resilient personality with the ability to work with children and young people who demonstrate challenging behaviour	E
Commitment to continuing professional development and willingness to undertake training as required to develop skills	E
Commitment to safeguarding, and the welfare of children and young people	E
A respectful approach to children and young people with SEN	E
Excellent interpersonal and communication skills	E