



# CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

## Attendance Assistant **APPLICATION PACK**

# Welcome

I should like to extend to you a very warm welcome and thank you for expressing an interest in the post of Attendance Assistant. In February 2024, Ofsted acknowledged the transformational change that has taken place at Corpus Christi. I urge you to read the exceptionally positive report in full, which clearly recognises the significant progress made ensuring all pupils benefit from exceptional provision.

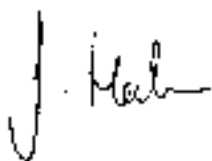
Ofsted reported that 'Staff and the governors have rapidly improved the school into a place where pupils thrive.' They also stated that the school 'sets exceptionally high expectations of pupils' conduct and achievement. Classrooms are an oasis of calm and purposeful learning. Pupils are highly motivated and engage tremendously well during lessons. As such, they are achieving better than they have before.'

Staff voice responses to the questionnaire used during the inspection were unanimously positive, which reflects the shared vision held by our extraordinarily supportive team. Our CPD programme is proven to bring about marked improvements in teaching practice and many of our staff have also been supported in achieving nationally recognised qualifications, including NPQML, NPQSL and CCRS. This was also recognised in the recent inspections, as they reported, 'The school offers exceptional support to staff. As such, this has fostered an impressively motivated and skilled workforce.'

On 28 February and 1 March 2022, inspectors visited our school to undertake a Section 48 inspection. The report praised the improvements that have been made and for the first time since inspections began, the overall judgement was that '**Corpus Christi Catholic High School is an outstanding Catholic school.**' Inspectors noted that the 'environment and conditions for learning are excellent' and that pupils' behaviour is 'exceptional in and around school'.

We are a Catholic school and our faith is central to all that we do. However, we do welcome applications from all colleagues who are committed to upholding the ethos of our school. I wish you well in your application.

Yours sincerely,



**Mr John Hankin**  
Headteacher



# Letter to Applicant

Dear Applicant

Thank you for your interest in our recent advertisement for the post of Attendance Assistant at Corpus Christi Catholic High School. Please find details of the post enclosed with this letter.

## Application

If you wish to apply, please email your application to Miss C Wignall, School Business Manager, at [cwig@ccc.lancs.sch.uk](mailto:cwig@ccc.lancs.sch.uk) or post your completed application form and letter of application to Miss Wignall at the address shown below. Letters should address the criteria identified in the person specification in no more than 2 sides of A4 paper, font size 11 - Arial. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

## Closing Date

Please ensure that your letter of application arrives before 12 noon on Monday 17 June. We will not be able to accept applications received after the closing date.

## Shortlisting

Shortlisting for the post will take place shortly after the closing date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email.

## Selection Process

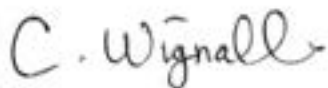
Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed.

Corpus Christi Catholic High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

If you require any further information about this post or you would like to make an informal visit prior to submitting your application, please contact me at [cwig@ccc.lancs.sch.uk](mailto:cwig@ccc.lancs.sch.uk).

We look forward to receiving your application.

Yours sincerely



**Miss C Wignall**  
**School Business Manager**

**Corpus Christi Catholic High School**  
St Vincent's Road, Fulwood, Preston, PR2 8QY  
Phone: 01772 716912  
Email: [admin@ccc.lancs.sch.uk](mailto:admin@ccc.lancs.sch.uk)  
[www.ccc.lancs.sch.uk](http://www.ccc.lancs.sch.uk)



# Job Description

## Corpus Christi Catholic High School Attendance Assistant

Required from September 2024 or ASAP

<b>Salary:</b>	Grade 5 (SCP 6-11 £23,893- £25,979) Pro-rata
<b>Essential Qualification:</b>	English and Maths GCSE Grade A-C (or equivalent)
<b>Hours:</b>	30 per week (term-time only) 8.00am - 2.30pm
<b>Responsible to:</b>	Attendance Manager

### Core Expectations

- To uphold the Catholic ethos of Corpus Christi Catholic High School
- To be responsible for the administration of attendance data, including first day contact with parents/carers.
- To provide routine word processing/clerical/administrative/reprographic support to the school when required.
- To be aware of the confidential nature of pastoral issues related to home, pupil, teacher and School.
- To work within School policies and procedures
- To attend staff training as appropriate
- To support the promotion of positive relationships with all stakeholders and the wider community

### Lines of accountability

- The day to day line of accountability is to the Attendance Manager

### Core Duties – General

- To be responsible for the school's electronic attendance database, including maintenance and monitoring of the attendance records/absences in line with legislation and regulations
- To undertake first day contact of parents / carers including sending text messages.
- To liaise with other staff regarding persistent absentees: follow through incomplete registrations and reasons for absence
- To produce lists, information and run reports relating to attendance data, as requested
- To produce annual returns for central and local government.
- To complete relevant paperwork in respect of referrals as and when required.
- To provide general welfare support, where required, including liaison with staff and parents.
- To undertake other duties as required commensurate with the grade.



### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Note**

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments

# Person Specification

## Attendance Assistant

**A = application    I = interview    E = essential    D = desirable    R = reference**

<b>Personal attributes required (in the basis of the job description)</b>	<b>A, I</b>	<b>E</b>	<b>D</b>
<b>Qualifications, Training and Experience</b>			
• Supportive of the ethos of a Catholic School	✓	✓	
• English and Maths GCSE Grade A - C (or equivalent)	✓	✓	
• Post school qualifications relevant to the post	✓		✓
• General administrative/office experience	✓	✓	
• ECDL, or equivalent IT qualification	✓		✓
• Experience of working in an educational environment	✓		✓
<b>Knowledge / Skills / Abilities</b>			
• Ability to work as part of a high performing team	✓	✓	
• Ability to plan and work successfully and accurately to competing priorities and deadlines	✓	✓	
• Good communication skills both orally and visually with adults and children	✓	✓	
• Computer literacy, including MS Office packages	✓	✓	
• Written communication, spelling and grammatical skills	✓	✓	
• Ability to use, or willingness to undertake training in, SIMS (information management system)	✓	✓	



Personal attributes required (in the basis of the job description)	A, I	E	D
<b>Other Requirements</b>			
Commitment to undertake in-service development	✓	✓	
Commitment to undertake safeguarding and protecting the welfare of children and young people	✓	✓	
Willing to undertake first aid training, and administer first aid when required	✓	✓	
Knowledge of the concept of confidentiality	✓	✓	

You must be able to demonstrate through your references that you have a satisfactory health and attendance record.

**Note:**

All appointments are subject to satisfactory references, health checks and DBS clearance.

