

Attendance Officer

Ref no: 3272-4130

Band: 7, **Salary:** £25,481- £29,577 p.a. pro rata (£16,650 - £19,326 for 28 hours TTO)

28 hours per week, Term Time only (39 weeks)

(4 days a week, 7 hrs a day - Tues, Wed, Thurs, Fri (8-4))

Permanent

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you are and how you work then this could be the role that meets your expectations.

What is the role?

Effectively assist in the discharge of the Local Authority's statutory functions relating to school attendance, child employment and entertainment and children missing education.

Key tasks will include:

- Conducting persistent absence reviews with schools and monitoring outcomes.
- Initiating, co-ordinating and chairing Fast Track Panels for prosecution and monitoring progress.
- Monitoring schools to ensure they are meeting their responsibilities regarding attendance and have effective strategies in place to improve this.
- Providing advice and guidance to schools on legal and statutory processes in respect of school attendance.
- Supporting the para-legal officers with all aspects involved in the preparation of legal proceedings.
- Undertaking visits to employers and chaperones in accordance with Child Employment and Entertainment regulations.
- Conducting enquiries into Children Missing Education (CME) referrals as required.
- Undertaking and monitoring Elective Home Education (EHE) visits as required.
- Providing advice and guidance to members of the public on legal and statutory processes in respect of school attendance, CME, EHE, child employment and entertainment.

- Developing relationships with schools to ensure statutory duties are fulfilled and attendance is promoted effectively.

Who is the person?

You need to have:

1. A high level of competency and accuracy in recording, report writing and other written work.
2. The ability to analyse and use attendance data.
3. The ability to draft legal documents.
4. The ability and confidence to offer both challenge and support to schools with regard to all aspects of improving attendance and trading related services.
5. The ability and confidence to offer both challenge and support to employers / production companies with regard to all aspects of child employment.
6. The ability to work under pressure and meet deadlines, even when priorities have to change suddenly.
7. An understanding and knowledge of a wide range of legislation relevant to the post, e.g: Education act 1996, Pupil regulations 2016, Penalty Notice regulations 2003, Child Activity Regulations 2013, child and young persons act 1963. In addition, department of Education guidance on elective home education / school attendance / children missing education / child employment etc.
8. Experience of chairing meetings and formulating plans.
9. The ability to work on your own initiative and self-prioritise your workload.
Excellent communication skills and an eye for detail. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
10. Have a current driving licence and daily use of a vehicle as you will be required to travel around the schools in Portsmouth either for arranged meetings or unplanned/ad-hoc inspections/visits.

Additional information:

Closing time/date, 17:00pm 28 September 2020.

Applications received after this may not be considered.

How to apply: Please see attached documents at the bottom of the Job page and ensure you fully read and follow the guidance so you fully demonstrate how you meet the points on the job profile. **PLEASE DO NOT JUST SUBMIT A CV.**

PREVIOUS APPLICANTS NEED NOT APPLY.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.



If you have any queries, contact us on 023 9284 1191 (8:30am to 5:00pm Monday to Thursday, 8:30am to 4:00pm Friday).

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

