



HOLYPORT COLLEGE



ATTENDANCE OFFICER
(Maternity Cover—8am-11am each day)
Candidate Information

WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will become more and more excited about joining the Holyport team and the opportunities that provides.

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, fully subscribed secondary school with over 600 pupils, over 200 of which are boarders. It has a comprehensive intake at Year 7. It actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing Sixth Form. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and dynamism, we would be delighted to hear from you.

Alastair Ingall
Headteacher



HISTORY AND OVERVIEW

Holyport College (pronounced Hollyport) is a state boarding and day school for boys and girls aged 11–18 located in Berkshire. It was the first state boarding free school in the UK, and it is currently full to capacity, catering for just over 600 pupils, more than 200 of whom board. The doors opened to its first students in September 2014, with the Sixth Form provision beginning in September 2017.

Years 7–11 are non-selective, but the Sixth Form, with over 200 pupils, is academically selective. Holyport College is a state school but, like some other state boarding schools, has a long school day for everybody, finishing at 5.00pm. The extended day affords the opportunity to offer a huge range of co-curricular activities to suit all tastes, with participation in the programme compulsory for all students. Whilst the College has certain elements which are deliberately modelled on a traditional private boarding school, the aim is to emulate the best of both the state and independent sectors. In terms of funding, approx. 50% comes from state, and approx. 50% comes from boarding fees.

Holyport College is exceptionally proud of its close partnership with Eton College which aims to become the gold standard by which other state and independent school collaborations are judged. Through this partnership, the lives and education of every student at Holyport College are significantly enriched on a regular basis. Eton College, founded by Henry VI in 1440, is situated just a few miles away from Holyport, near Windsor. Whilst Holyport College may be a relatively new school, it is fortunate to be able to draw on Eton's heritage and experience. The partnership has allowed Holyport to forge links at a number of levels, including governance, the sharing of facilities, the creation of enrichment opportunities, the establishment of an educational research and innovation centre at Holyport and through positive staff and student interactions. That said, Holyport College is not Eton College. It has a unique and strong personality of its own which is distinctive, exciting and a little bit quirky.

Holyport continues to develop and improve at a remarkable pace and recent initiatives include:

- ♦ the introduction of iPads for every student (September 2024).
- ♦ the opening of three new Eton Fives courts, (October 2024).
- ♦ The development of a new Performing Arts Centre, planning application granted (November 2024).
- ♦ The imminent launch of The Holyport College Foundation, incorporated in November 2023, which is intended to raise funds for grants, items, services and facilities for the College and its pupils.

The College is located on Ascot Road in Holyport, a suburban village in the parish of Bray, about two miles south of Maidenhead town centre in leafy Berkshire. The village has a doctor's surgery, a newsagent, a grocery, a butcher, a small café and a hairdresser, as well as the post office and four pubs.

It is well connected: located 4 minutes from the M4 (junction 8/9) and 7 minutes from Maidenhead railway station (Elizabeth line and GWR).



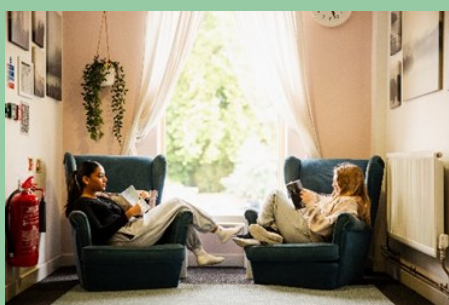
BOARDING

Holyport feels like a fully integrated boarding and day school, not – like many schools – a day school with a few boarders. Day and boarding pupils are treated alike (with all day pupils staying late and doing most of the same activities as boarders). It also helps that all pupils are assigned to a House – boys' boarding Houses are joined by girl day pupils and vice versa. About half of our boarders are in school all weekend, when there are plenty of activities to keep them busy.



There are almost equal numbers of boy and girl boarders. Some are relatively local, others are from further afield, including overseas. They are housed directly above the classrooms, with the biggest dormitories housing up to six younger pupils, whilst Sixth Form boarders share double rooms. Boarders have access to a kitchen on their corridor, and Sixth Form students also have their own living room on their corridor. The College has a dedicated, onsite medical centre staffed by a full-time nurse.

With more than one-third of students living on site, boarding is very much at the heart of the College community and strongly reflects its values and ethos. Holyport's modern boarding model seeks to replicate the family atmosphere of a home, where relationships are familiar in nature and the environment relaxed and stable.



JOB DESCRIPTION

PURPOSE OF THE POST

To work alongside key staff in school to champion excellent student attendance, reduce levels of absence and work with children and families to promote high levels of attendance and punctuality.

To support the safeguarding of students and staff and play a key role in ensuring a culture of safety and protection throughout the school.

KEY RESPONSIBILITIES

Accurate Registers:

- To ensure daily key stage 3, 4 and 5 attendance registers are accurate and complete, with correct coding, no missing marks or unexplained absences, and to follow up with staff members about any incomplete data
- To inform relevant staff when correct register procedures are not followed in line with the Attendance Policy

Administration:

- To be the first point of contact for students, parents/carers, staff and agencies regarding attendance
- To receive daily telephone calls/emails/attendance notices from parents/carers related to absences/lateness and mark registers accordingly
- To work with reception to ensure the attendance of students signing in/out is correctly recorded
- To ensure all relevant information regarding absence/ lateness, school trips, exclusions etc. is entered on SIMS
- To follow up on all unexplained absences and frequent lateness with parents/carers
- To maintain accurate records of communications with parents/carers, and students
- To work closely with the School Office team, Pastoral teams and DSLs, as part of the administrative team
- To offer ad-hoc admin support as required

Monitoring and reporting

- To use attendance data effectively to identify students in need of additional support to improve attendance or punctuality
- To produce termly attendance reports for the Educational Welfare Officer and copy to the relevant SLT member
- To work with school leaders to develop and revise the school's attendance policy
- To implement children missing education (CME) procedures when appropriate
- To assist with the checking and updating of records prior to the Census to ensure school attendance is accurate and up to date

Working with parents/carers, students and other agencies:

- To build positive relations with parents/carers and other agencies to encourage family involvement in improving their child's attendance

Safeguarding:

- To be fully aware of statutory guidance and understand the duties and responsibilities from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children, Keeping Children Safe in Education, and the school's Safeguarding policies and other relevant school policies
- To monitor the attendance of vulnerable groups of students and liaise with SEN Department, Safeguarding team and Heads of Years
- To be alert to when persistent absence becomes a safeguarding concern and liaise with the DSL where appropriate

PERSON SPECIFICATION

QUALIFICATIONS

- Minimum GCSE Level English & Maths or equivalent
- Fluent English speaking

EXPERIENCE

- Experience of working in a busy office or administrative environment
- Working in a team environment

SKILLS AND ATTRIBUTES

- Excellent organisational skills, including time management, working to deadlines and managing others' expectations
- Confident and professional written and oral communications e.g. clear email style and telephone manner
- Excellent ICT skills, especially reading and designing clear spreadsheets, and working with simple formulae in spreadsheets (Excel or Google Sheets)
- A strong team player, able to work collaboratively and effectively with a range of styles and personalities
- Willing to be adaptable and flexible when working within a busy and fast changing environment.

OTHER

- The post holder must be committed to the safeguarding and promoting the welfare of all students.



REMUNERATION AND BENEFITS

The salary for this role is £26,698 FTE (this role is part-time and actual salary will be pro rata) and you will be enrolled in the Local Government defined benefit Pension Scheme.

The College's full time hours are 8.30am to 5pm Monday to Thursday, 8.30am to 3.45pm on Friday.

Holyport College is committed to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued.

The College has two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks. There are opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and the USA.

The post will be offered subject to the necessary pre-employment checks including medical fitness and enhanced DBS checks.



"The extended day – 8.30am to 5pm for all pupils, boarding and day – is the School's secret sauce... The long afternoon allows time for a phenomenal co-curricular programme with offerings ranging from mindful colouring to real tennis, Young Enterprise to ballet."

GOOD SCHOOLS GUIDE

APPLICATION PROCESS

Interested candidates are welcome to contact the College to arrange an informal discussion about the role by emailing careers@holypportcollege.org.uk.

Closing date: midday, Friday 1st August and interviews will be held the following week. Early applications are encouraged and we reserve the right to appoint before the deadline.

Applications should be submitted by email to careers@holypportcollege.org.uk and must include:

- ♦ A fully completed support staff application form which can be downloaded from The College website [here](#)
- ♦ Completed References & Monitoring and Equal Opportunities forms, also available on the College website

The process is as follows:

- ♦ When you submit your application, you will receive an email of acknowledgment from The College confirming that we have received it. If you have not received an acknowledgment within two working days of your application, please email us at careers@holypportcollege.org.uk or call [01628 640 157](tel:01628640157)
- ♦ Shortlist interviews will take place at the College shortly after the closing date when candidates will be given a tour of the College.

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

This role is exempt from the Rehabilitation of Offenders Act 1974 so candidates must disclose information about spent, as well as unspent convictions.

