



# Richard Lander School

## Truro



# Application Pack

## Duty Manager/Attendance Officer

37 hours per week Term Time plus inset  
Cornwall Council Grade 2 (£25,772 - £30,881 FTE)

Permanent, following the completion of a 6 month probationary period  
Start Date: Negotiable



December 2024

Dear Candidate,

**Re – Duty Manager/Attendance Officer - 37 hours per week (Term time plus inset) -  
Permanent**

Please find enclosed the details for the above post at this school.

**The Role:**

An opportunity has arisen for the appointment of a Duty Manager/Attendance Officer at Richard Lander School. The main purpose of this role is to contribute to Health and Safety by organising duty staffing and raising achievement by improving school attendance. To assist the school in meeting their obligations and targets in relation to Health and Safety regulation and school attendance, especially truancy. To promote safe supervision and management of students during break time, lunchtime and lesson transition times and promote positive attitudes by students towards lesson attendance and punctuality. To support the attendance team in identifying and managing students absent from lessons and improve punctuality. As necessary support the attendance team in making contact with families in their own homes and elsewhere, facilitating students return to access regular full time education provision. If you would like to discuss the post further or arrange a visit to the school please contact Mrs Harrison, Personnel Manager, on 01872 273750 or email [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk).

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

We hope after reading our details and person specification that you will want to join our team.

This position is full time and permanent and is available immediately, although a start date can be negotiated.

Completed application packs should be submitted to [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) by Noon Friday 10<sup>th</sup> January 2025.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy  
Headteacher.



## Background for Prospective Candidates

Come and work for a great school in a great location.

### Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1551 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750. Applications may be submitted at any point and a rolling interview process will take place as suitable applications are received.

Please send your completed forms to the school for the attention of Vicky Harrison, personnel manager [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) by noon on Friday 10<sup>th</sup> January 2025. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

### The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2024, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates.
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

### Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.  
We expect all our team members to share this commitment.



**Richard Lander School**  
**Duties Manager/Attendance Officer**

**Closing Date:** Noon Friday 10<sup>th</sup> January 2025  
**Job start:** Negotiable  
**Salary:** Grade 2 - £25,772 - £30,881 FTE  
**Contract type:** 37 Hours per week Term Time plus INSET DAYS  
**Contract term:** Permanent – pending completion of a 6-month probationary period

**Responsible to:** Deputy Headteacher / Assistant Headteacher

**Direct supervisory responsibility:** None

**Indirect supervisory responsibility:** Oversight of the duties aspect of the lunchtime supervisors.

**Important Functional Relationships:** **Internal:** Attendance Team, Deputy Headteachers, Assistant Headteachers, School Leadership Team, Teachers, Pastoral Managers.

**External:** Governors, parents / carers, LA, relevant support agencies.

**Main purpose of the job:**

The main purpose of this role is to contribute to Health and Safety by organising duty staffing and raising achievement by improving school attendance. To assist the school in meeting their obligations and targets in relation to Health and Safety regulation and school attendance, especially truancy. To promote safe supervision and management of students during break time, lunchtime and lesson transition times and promote positive attitudes by students towards lesson attendance and punctuality. To support the attendance team in identifying and managing students absent from lessons and improve punctuality. As necessary support the attendance team in making contact with families in their own homes and elsewhere, facilitating students return to access regular full time education provision.

**Duties and responsibilities:**

1. To create and manage the school duty rota to ensure adequate supervision of students during free time.
2. Monitor and manage staff presence at key points during the day and liaise with senior staff around gaps and potential Health and Safety risks.
3. Promote the regular and punctual attendance of all students in lessons through implementation of the schools 'red card' system for students missing from lessons.
4. Stand in for members of the support team at points of absence as necessary.



5. To act as student's educational advocate and to facilitate the educational partnership between home, school, community and Local Authority, by support, liaison and negotiation; and where conflict arises to give paramount consideration to the interests of the child.
4. To support the attendance team with contact with families in response to allocated referrals i.e. home visits and / or meetings in school.
5. To be fully aware of and carry out all work in line with Safeguarding and Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
6. To keep clear and concise records of all consultations and to write any other reports i.e. action plans and summaries as required for the school.
7. To ensure all in house systems and processes are adhered to in line with the Schools Attendance Handbook.
8. To manage and prioritise you own workload in line with school requirements.
9. To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
10. To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
11. To be responsible for your own continuing self-development, undertaking training as appropriate.
12. To attend and complete training as directed including First Aid at Work training and Fire Warden Training.
13. To undertake other duties appropriate to the grading of the post as required.
14. To attend meetings with multi-agency partners as deemed appropriate.

Date: December 2024

Prepared by: Headteacher



## **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>		<p>Experience of working within the legal framework to deliver appropriate sanctions for poor attendance.</p> <p>Working with children, young people, parents and families preferably within an educational or legal context.</p> <p>Working with professionals from other agencies and in a multi-agency context.</p>	Application form Interview
<b><u>Education &amp; Training</u></b>	<p>Minimum 5 GCSE's at grades A-C of able to demonstrate equivalent experience.</p> <p>Attainment of 'A' Level qualifications or an equivalent (as an alternative to qualifications, to be able to demonstrate equivalent skills through work experience).</p> <p>Driving Licence and access to a vehicle.</p>	Degree or equivalent in a related field.	Application Form
<b><u>Special Knowledge &amp; Skills</u></b>	<p>Communication Skills Organisational Skills ICT Skills</p> <p>Demonstrate an understanding of issues linked to confidentiality</p>	<p>A working knowledge of or familiarisation with SIMS</p> <p>Knowledge of the relevant legal framework for school attendance.</p>	Interview
<b><u>Any Additional Factors</u></b>	<p>Ability to adopt a variety of strategies to deal with a range of families / young people who may be resistant to attending school Self-motivated. Ability to work in a team Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		Interview



### Special Conditions related to the post

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

<b>How to apply:</b>	Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Expressions of interest should be sent via e-mail to Vicky Harrison – <a href="mailto:vharrison@richardlander.cornwall.sch.uk">vharrison@richardlander.cornwall.sch.uk</a>
<b>Contact details:</b>	Address: Mrs Vicky Harrison Personnel Officer Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
<b>Closing date:</b>	<b>Noon Friday 10<sup>th</sup> January 2025</b> Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.