



Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ  
Cherbourg Road, Eastleigh, SO50 5EL  
Telephone: 023 8064 1232 Fax: 023 8062 9373  
Email: [krista.dawkins@crestwood.hants.sch.uk](mailto:krista.dawkins@crestwood.hants.sch.uk)

11 – 16 Mixed Comprehensive      NOR 1,500 (across two campuses)  
Head Teacher: Krista Dawkins

### **Attendance Officer**

37 hours per week, term-time only  
1 Year Contract. To start January 2025.  
Actual salary: £20,875-£21,752 (Grade C)

Crestwood Community School is one school, with two campuses serving central Eastleigh and Boyatt Wood. We are looking to recruit an Attendance Officer to work across both campuses.

Duties will include:

- being responsible for organising a daily check on children at risk of truanting,
- initiate and carry out truancy checks,
- chase up reasons for absence,
- liaising with Year Leaders and the Pastoral Team to provide support for students returning to school after a period of absence,
- perform home visits and liaise with parents, teachers and other professionals to improve attendance rates
- referring parents to legal for non attendance once various interventions have been explored and not worked
- producing management information to provide to SLT and Year leaders regarding overall attendance, persistence absence and trends in data

Crestwood Community School had an Ofsted inspection in February 2024, which confirmed that we continue to be a **'good'** school. The report stated that at Crestwood *"there is a welcoming, friendly atmosphere"*. They also said that *"teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education."* In addition Ofsted report that *"many pupils, staff and parents describe the school as a 'big family'.* This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do.

We will ensure that the successful candidate has:

- comprehensive induction including a dedicated mentor
- continuous professional learning, development and improvement
- the opportunity to contribute to raising standards for all our students

Please download further details and a Support Staff Application form from the school website [www.crestwood.hants.sch.uk](http://www.crestwood.hants.sch.uk) located under the School Information / Vacancies tab. Send completed application forms to [hr@crestwood.hants.sch.uk](mailto:hr@crestwood.hants.sch.uk) by 12pm on the closing date.

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Closing date: **Friday 13 December 2024**  
Interview date: **wb Monday 16 December 2024 (TBC)**

**Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**

As a school we take staff well being seriously. We offer staff the following:

- wellbeing weeks, with no commitments scheduled after school
- free lunch every day
- free tea and coffee
- half termly cooked breakfasts
- accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One well being day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- weekly thank you bulletin
- birthday cards
- heads discretionary leaves of absence for family events
- acts of random kindness
- access to mental health first aiders

Our Ofsted report from February 2024 stated that at Crestwood *“there is a welcoming, friendly atmosphere”*. They also said that *“teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education.”* In addition Ofsted report that *“many pupils, staff and parents describe the school as a ‘big family’*.

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

As Head Teacher, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh.

The Ofsted report states that *“Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”*.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town’s two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.

As a new member of staff you will be well supported: we have a comprehensive induction process, and you will be given an Induction Mentor and a ‘professional buddy’. We hold the Investors in People Gold standard, and see professional learning as a major strategic priority.

For the successful candidate, a commitment to raising standards and a passion for developing young adults is essential: this entails a commitment to all learners, to excellence for all, and a belief that a good school makes a significant difference to learners’ life chances, levels of attainment and the wellbeing of the community as a whole.

## Person Specification for Attendance Officer

Area	Essential	Desirable
<b>Qualifications</b>	Education to GCSE standard or equivalent with passes in English and Maths at grade C or above.	Further qualifications in the field of education or working with children/young people.
<b>Experience</b>	Experience of working with children and young people.	Experience of working in a school environment.
<b>Knowledge and skills</b>	<p>Well developed interpersonal skills enabling effective relationships with a variety of people.</p> <p>Ability to be an effective team member</p> <p>Proficient user of ICT equipment including databases, spreadsheets and other software products.</p> <p>Effective communicator and capable of data analysis and presentation.</p>	<p>Experienced in using SIMS</p> <p>Experience of the Attendance Legal Panel.</p> <p>Experience of the attendance fines process.</p> <p>Experience of liaising with Children Services around children missing in education</p> <p>Understanding of how attendance issue may be a safeguarding concern</p>
<b>Personal attributes</b>	<p>Capable of working on own initiative and prioritising workload.</p> <p>Good organisational skills.</p> <p>Professionally discreet and able to respect confidentiality on particular issues.</p>	