

Attendance and Safeguarding Administrator

Information Pack

Transforming Lives

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FULLHURST COMMUNITY COLLEGE
EST 1991

Introduction

Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): “Dedicated staff at the school have worked hard to create an inclusive culture.”

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills.

Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. “The school has planned an ambitious curriculum to meet the needs of all pupils.”

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. “These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity.” (Ofsted September 2023).

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our ‘good’ rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated staff.

Yours sincerely,

Christina Bailey
Executive Headteacher

Our School Values

Kindness, Respect, Determination and Unity. These values are central to everything we do and underpin our vision for both staff and students. At the heart of our work is a commitment to inclusivity, and our belief that education has the power to transform lives. We want this to be clearly reflected in our recruitment materials.

At its core our vision for our school, students and staff is built on inclusivity. At Fullhurst Community College, we are committed to providing the highest quality of education for every student in a supportive environment. We strive to provide access to different opportunities for our students, both inside and outside of the classroom, which will have a positive impact on their life. We believe that education can transform the lives of the students that we serve.

We are proud of our emphasis on a broad and balanced curriculum that promotes independence, creativity and enjoyment and are committed to providing high quality teaching that aims to ensure individual needs are met and that students can make progress, fulfil their potential and experience success. There is a drive to celebrate success and take pride in the achievements of our students.

We want our students to leave our school as successful, confident and responsible young people equipped with the academic qualifications, as well as the personal and social skills, that will enable them to make a positive contribution to society. Our core values of Respect, Kindness, Determination and Unity are key to us achieving and enabling our students to meet and exceed their potential.

As a school we have created definitions for our school values:

RESPECT

We treat ourselves, each other, our school community and the world around us with care

KINDNESS

We treat others as we would like to be treated ourselves

DETERMINATION

We try our best in everything we do, every day

UNITY

We will work together and succeed together

Our school values are reinforced through the key messages that students see and hear whilst they are at school.

Why Fullhurst?

At Fullhurst Community College, we believe in supporting, inspiring and developing every member of our team. When you join us, you become part of a vibrant, inclusive and ambitious school community where your work truly matters.

INCLUSIVE AND SUPPORTIVE CULTURE

A welcoming and diverse environment where staff are valued and supported at every stage of their career.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

Access to high-quality CPD, leadership development opportunities, and pathways for career progression.

STRONG SCHOOL VALUES

Our core values – Respect, Kindness, Determination and Unity – shape everything we do and create a positive, purposeful school culture.

MODERN TEACHING FACILITIES

Two well-equipped campuses – Fosse and Imperial – providing dynamic and inspiring learning spaces for staff and students.

STUDENT-FOCUSED VISION

A shared belief that education transforms lives, with a focus on providing meaningful opportunities both in and outside the classroom.

STAFF WELLBEING PRIORITISED

Wellbeing initiatives, supportive leadership and a healthy work-life balance embedded in our approach.

TEAM ETHOS

A collaborative and motivated staff team, working together to ensure every student thrives.

MAKING A REAL DIFFERENCE

Be part of a school with high aspirations, where your contribution helps shape the futures of the young people we serve.

Fosse Campus



Imperial Campus



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What We Can Offer You?

- A comprehensive induction process.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- We do not conduct formal lesson observations.
- We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Vivup counselling service offering telephone or face-to-face appointments, 365 days a year.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Annual flu jab - to protect against those winter germs.
- We provide a wide range of activities and events for staff to relax and enjoy across the year.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Free electric car charging.

What Staff Have To Say



“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

T Kirk Science Technician

What Staff Have To Say



"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community."

S Willcock Senior Deputy Headteacher

"I joined Fullhurst in 2020 after relocating to Leicester from living in the South-east. I love teaching at Fullhurst because of the refreshing diversity of our catchment area. It offers an international community under one roof which is incredible to work in.

I enjoy sharing and learning about different cultures, experiences and the viewpoints of our students every day. I have been supported by the leaders at FCC since having a child to go part time which has been fantastic for me achieving a work-life balance that better suits my family.

I have also been encouraged to pursue NPQ qualifications in the areas of teaching that motivate me most as well as being given the opportunity to mentor trainee teachers."

K Carlisle Science Teacher

What Staff Have To Say

With support and team spirit, I knew I wanted to expand my responsibilities and remain within the team. I became the lead invigilator and am now an exam coordinator in an amazing exam team. Each exam season presents challenges with the rules and regulations we must abide by, as well as the support that the students require; the logistics are always demanding. I work with a busy and positive team and find each season and the work we do with the students to help them through their exams—from PPEs to the real thing—rewarding.



I genuinely enjoy working at Fullhurst for many reasons. The support we provide to our students really stands out, and it is rewarding to see the positive impact we have on their lives. I truly admire what our school stands for; the commitment we give is above and beyond. Additionally, the encouragement I receive as a colleague is amazing and makes me feel valued as a person. A big shout-out to the incredible kitchen staff who provide and serve good, fresh, tasty food."

L Stacey Exams Officer



Recruitment Advertisement

Post title: Attendance and Safeguarding Administrator
Salary: Grade 4 Points 7 – 10 (pro rata), actual starting salary is £23,538 per annum
Contract type: Part time (term time) and permanent
Hours: 37 hours per week (8.00am to 4.00pm Mon – Thurs, 8.00am to 3.30pm Fri, with 30 min lunch)
Responsible to: Attendance and Safeguarding Manager and Senior Deputy Headteacher

We are seeking an Attendance and Safeguarding Administrator to join our experienced and successful Attendance and Safeguarding departments.

Fullhurst Community College is an over-subscribed and multi-award-winning secondary school for 11-16-year-olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, including the application form are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A cover letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to the Executive Headteacher, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk

Safeguarding Statement:

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

Job Description

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CORE PURPOSE OF THE POST:

To provide comprehensive administrative support for promoting the ethos of good attendance and managing the college's Safeguarding and Child Protection Procedures and Policies.

SPECIFIC RESPONSIBILITIES OF THE ROLE:

- Provide effective and consistent administrative support to the Attendance and Safeguarding Teams in delivering the Attendance and Safeguarding Strategy.
- Efficiently and effectively monitor and record student attendance.
- Produce, send out, and respond to relevant attendance communications with parents.
- Ensure that allocated administrative and clerical records and systems regarding attendance and safeguarding are maintained accurately and kept up to date.
- Work with the Safeguarding Officer to administer CPOMS for the whole school and support the effective use of CPOMS by all staff.
- Support the monitoring and administration of exclusions, bullying, HSB, homophobic, and racist incidents ensuring action taken is logged on CPOMS/SIMS.
- Provide straightforward statistics and management reports as requested for attendance and safeguarding.
- Ensure all safeguarding matters are dealt with the highest level of confidentiality and adhere to all GDPR requirements.
- Comply with the appropriate Government, Local Authority (LA), and the College's policies, procedures, and systems.
- Follow the requisite procedures and legislation regarding confidential information.
- Be proactive in the implementation of all college policies and procedures including equal opportunities policy, health and safety regulations, and safeguarding children in education - child protection policy.

Job Description

JOB TASKS:

- Receive attendance calls, and accurately update notes on the attendance log, and enter absence or late marks as required.
- Respond to attendance messages through email or the school app.
- Ensure registers are taken accurately and timely, and carry out lesson checks for any anomalies in attendance marks (to include those for extra curricular activities).
- Provide effective administrative support for the Safeguarding Team for the school, maintaining accurate and confidential records of students on the Child Protection register, and making Child Protection referrals.
- Administer effectively the priority call / RAB / child in need and vulnerable students lists and send to appropriate staff for follow-up.
- Administer intervention logs for each year group to assist pastoral teams and SEND/Learning Centre.
- Support the Safeguarding Officer in the administration of all Year 7 files and ensure all Year 11 files are passed on to the relevant college/provider securely at the end of each academic year.
- Provide effective administrative support in ensuring that all safeguarding files and records are up to date for audit at the end of each academic year.
- Provide administration support for all exclusions within the school and keep the LA informed of all exclusions via AnyComms.
- Ensure that all forms received are complete, accurate, and processed correctly.
- Use SIMS to retrieve pupil data, timetable, registers, etc.

OTHER RESPONSIBILITIES:

- Update and maintain any relevant filing, clerical, or computerised record systems, databases, spreadsheets, etc.
- Support both visitor and student reception as requested by the Attendance Manager.
- Provide general administrative and clerical support to other staff in the college, including taking minutes and distributing notes for professional meetings.
- Be proactive in challenging poor behavior during lessons and at break and lunchtime in line with the college behavior policy.
- Keep up to date with the relevant guidelines, procedures, forms, etc., used in the college.
- Contribute to the overall ethos/work/aims of the college.
- Undertake duties and tasks related to the above deemed reasonable by the Executive Headteacher, SLT, and Director of Resources.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

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	Essential (E) / Desirable (D)
TRAINING AND EDUCATION	
A-C grade in GCSE or equivalent in Maths and English	E
Degree level or equivalent	D
Relevant IT skills and experience	E
Excellent working knowledge of using Word, Excel and Database.	E
Hold a first aid qualification or be willing to be first aid trained.	E
EXPERIENCE AND KNOWLEDGE	
At least 2 years working in an office environment.	E
Experience of working in an educational environment.	D
Experience of developing admin systems and procedures.	E
Use of Schools Information Management System (SIMS).	D
Experience of managing staff.	D
Experience of working effectively in a role demanding good organisational skills.	E
Working knowledge of the Data Protection Law.	E
Knowledge of Health and Safety at Work Act and the implementation.	E
Knowledge of good practice, policies and procedures in schools / colleges including Safeguarding and Child Protection.	D

Person Specification

QUALITIES AND SKILLS

Attention to detail.	E
Ability to multi-task and prioritise work effectively under pressure.	E
Ability to prioritise and delegate and manage the work of the Attendance Team, identify training and development needs and fulfil these where possible.	E
Ability to effectively communicate with people at all levels.	E
Good communication skills both written and verbal.	E
Self-motivated and able to work on own and as part of a team.	E
A professional approach to the role with a positive attitude to professional development.	E

ABILITY TO MEET DEADLINES

Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E

OTHER CONDITIONS

An appreciation of the need for honesty and confidentiality.	E
Able and willing to attend / achieve further training / qualifications where appropriate and train other staff.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E

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