



CITY OF LONDON
SCHOOL FOR GIRLS

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Information Pack for the position of
Attendance officer & student
administrator (term time only)

About the role

We are seeking a dedicated and organised attendance officer and student administrator to join our dynamic team at City of London School for Girls. This role is crucial in providing a warm and welcoming environment for our students, supporting their academic and social needs, and ensuring the smooth running of our school.

This is for a one-year fixed term, term only contract, with a starting salary of £25,000 per annum



Summary of responsibilities

Attendance

- In partnership with our attendance officer, ensure timely and accurate recording of student attendance throughout the day
- Follow up with any student who is not in their lesson to ensure we know where they are
- Ensure those pupils on a reduced timetable are registered and in lessons, liaising with the relevant members of staff if there are any concerns
- To deputise for the attendance officer in their absence

Student reception

- Greet students warmly upon arrival, creating a positive and welcoming atmosphere
- Assist students with inquiries, providing information and guidance as needed
- Manage student sign-in and sign-out procedures
- Manage lost property cupboard
- Manage mobile phones which are confiscated during the school day in line with the school's mobile phone policy
- Manage our Yondr pouch system; supplying pupils who have forgotten/lost their Yondr pouch with replacements and keeping accurate records

Student records

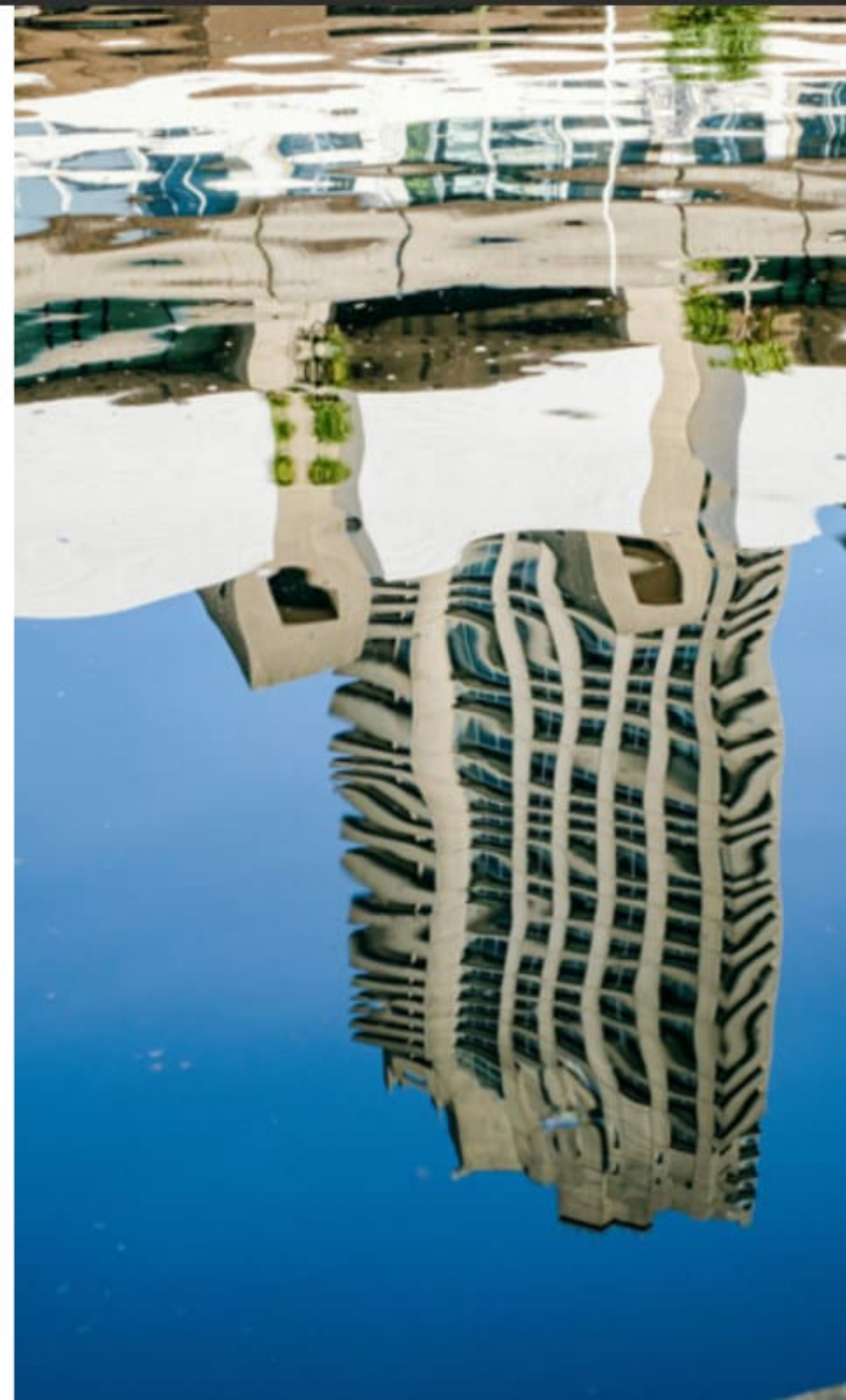
- Maintain accurate and up-to-date student records, including personal details and medical information and relevant letters of support

Communication with parents

- Send communication from staff to parents via SchoolPost

Trips

- Support with trip administration when necessary



Summary of responsibilities (cont.)

General

- Provide assistance and cover for administrative colleagues in support of the SMT and head's EA, as and when required.
- To undertake any other duties that may reasonably be requested appropriate to the grade, such as ad hoc trips administration support
- Actively seek to implement the City of London Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties
- Actively seek to implement the City of London Corporation's Equal Opportunities Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- The post-holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's safeguarding policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the Designated Safeguarding Lead.



Confidentiality

All matters and routines within the remit of the post are deemed to be confidential and any breach of confidentiality in any respect may constitute grounds for dismissal.

Revision of job description

According to the development and requirements of the school, job descriptions will need to be revised and updated periodically, after consultation with the jobholder.



Essential skills & qualifications

- Excellent organisational and time-management skills
- Strong attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Excellent communication skills, both written and verbal
- Ability to work independently and as part of a team
- Experience in a school or educational setting (preferred)
- A relevant qualification, such as a business administration or secretarial qualification (preferred)



How to apply

The closing date is 12pm on **Friday 25 April**. Interview dates are to be confirmed.

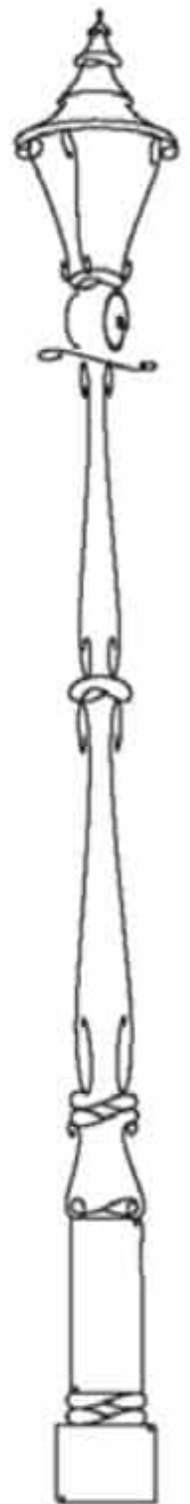
All appointments are subject to satisfactory references, enhanced Disclosure and Barring Service (criminal convictions) checks and medical clearance. This post is exempt from the Rehabilitation of Offenders Act.

City of London School for Girls is an equal opportunity employer and welcomes applications from all sections of the community.

Important instructions for applicants

- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees of the City of London Corporation

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.



Conditions of service

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's child protection policy, [which is available here](#), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. [Our recruitment policy can be found here](#).

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced disclosure and barring service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the disclosure and barring update service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's designated safeguarding lead (deputy head, pastoral) or to the headmistress.



Our school and our values

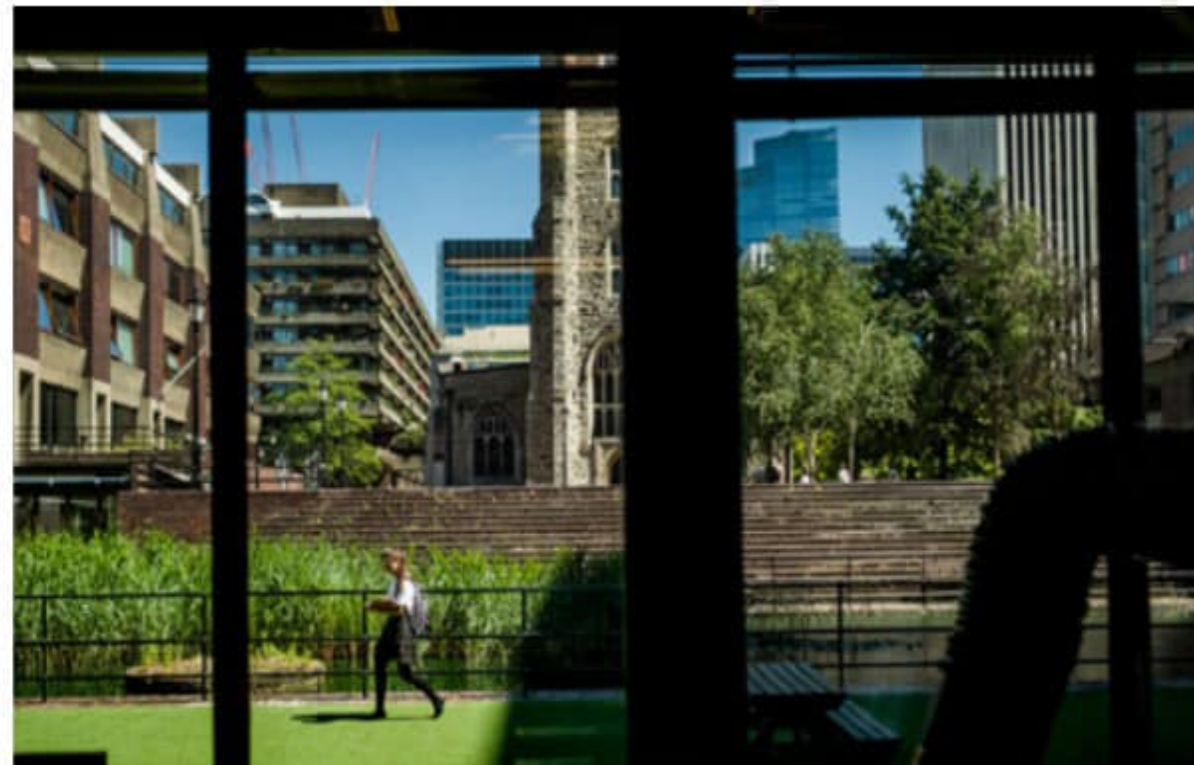
City of London School for Girls is an independent day school for pupils aged 11-18 situated in the heart of the Barbican. Opened in 1894, the school provides an outstanding education for able students from all backgrounds, cultures and faiths. We capitalise on our location to attract students from all over Greater London and beyond, and give them access to every learning opportunity our capital has to offer.

Academic yet unstuffy, modern yet acutely aware of its history, diverse yet with a strong sense of identity, our school defies easy categorisation. This is best demonstrated by our unique geography, nestled between the brutalist Barbican and looming Roman walls. Ours is an intellectually edgy, unassuming and unpretentious environment, unshackled by tradition, and imbued with a relaxed excellence. This is a refreshing and modern place in which to work and learn.

Our values: respect, responsibility, resourcefulness

The three Rs of City permeate all that we do and could never be more pertinent:

- **respect** for self, others and our environment
- **responsibility** for our own independent learning and development, our actions and words
- **resourcefulness** which includes resilience, courage, creativity and aspiration



More about the school

The school has about 730 pupils. There are c150 girls in the sixth form. Entry is by competitive examination and interview at 11+ and 16+. The school has a strong academic tradition, and virtually all girls go on to higher education. Approximately 20 per cent of the girls in the senior school are on means-tested bursaries, provided by livery companies, the City of London Corporation, corporate and private donors and the school.

Achieving academic excellence is an important part of life at City, but so too is the provision of a wealth of co-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is fundamental. Our school is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active partnership programme, to an international outlook and to educating students to be the leaders of tomorrow.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Partnership is a vital part of the school culture. CLSG works with a number of schools within and outside the City of London.

The school is part of the City of London family of schools, and the

Corporation currently sponsors the City of London Primary Academy, Islington. The school is administered by the Corporation of the City of London.

To learn more about the school please explore our [website](#).



Our vision: finding space to pioneer

Over the next ten years, we will build on our reputation as one of the country's leading girls' schools. We want to be a school which is not only known for its outstanding education, but has real influence and reach, which it uses to further wider educational outcomes and discourse. We want our school to be fun, pioneering and properly adventurous, leading the country in scholarly exploration, pastoral development, partnerships and co-curricular engagement.

Our vision is for students, staff and the wider community to find their space to pioneer. As well as the requirement to forge new physical space for the site and by being a creative, pioneering part of the post C-19 City regeneration of space, we aim to break new educational ground and claim our space, in three critical ways.



Finding space to pioneer

Scholarly space

Learning is, of course, at the heart of all that we do, and we will continue to provide inspirational and empowering teaching for our students. Our spectacular examination results speak for themselves, but we will seek to provide so much more than this, experimenting and innovating, so that we instil in our students a love of learning for its sake, equipping them with the strategies to be lifelong learners, nimble and resilient to face any challenge.

Shared space

We understand the extraordinariness of our space and want to share it. Appreciating the difference we can make when we work with others, we will build partnerships with sustained impact on our wider communities. We will be pioneering in our collaborative work, establishing long-lasting relationships with the City family of schools, including a new and stronger bond with our brother school, City of London School.

Reflective space

We shall scrutinise our space, and encourage a culture of reflection. The constraints of time and space in a busy and commuting school are significant. We shall establish a strong coaching culture in the school, so that all staff and pupils can gain an understanding of strategies required to reflect on their own aims and ambitions. We shall give them the space to pause and develop, equipping them with the tools to lead happier and more successful lives. They will be inculcated with a greater sense of confidence, self-awareness and taught to listen and learn from others.