



Oaklands Catholic School and Sixth Form College

APPLICATION PACK FOR ATTENDANCE AND ALTERNATIVE PROVISION OFFICER



Excellence in
S.T.E.M.
@ Oaklands

Potential for Greatness



THE SIXTH FORM
Oaklands Catholic School



| | |
|----|--|
| 3 | Attendance and Alternative Provision Officer — General Information |
| 4 | The Role and Responsibilities |
| 5 | Our Journey |
| 6 | Person Specification |
| 7 | Working For Us |
| 8 | Staff Profiles |
| 9 | Application Process |
| 10 | And Finally |

ATTENDANCE AND ALTERNATIVE PROVISION OFFICER



Attendance and Alternative Provision Officer

Permanent Appointment

**25 hours per week,
Part-time, Term-time only
Starting 1st September 2025**

**Support Staff Grade D1 £26,918 (FTE)
Actual Salary £15,557.59**

Hours spread across five days but can be discussed at interview

This opportunity is one that I hope will capture your enthusiasm and I would like to thank you for your interest in this post. The Governors are seeking to appoint an Attendance and Alternative Provision Officer to join our hardworking, committed and enthusiastic team. We are looking for a confident and assured person to work in a team providing a wide range of support and administrative tasks in school.

The successful candidate will play a very important role in maintaining and evolving systems that will enable the school to improve on base figures on attendance and truancy as set by the Government, the LEA and the school and provide a range of

administrative assistance to meet school requirements. Ideally, the successful candidate will have experience of working in a similar role within the school environment although this is not essential.

If you are a Catholic, you will understand the distinctiveness of Catholic schools such as Oaklands and this will be attractive to you. You do not have to be a Catholic to work at Oaklands; the Governors welcome applications from candidates of differing faith backgrounds or none who can be supportive of the school ethos.

General Responsibilities:

Customer Service

- Act as a point of contact for general parent/pupil/visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate destination
- Work within the Student Services team
- Promote the image of the school in all contact with the outside world email, in face to-face discussions, or in online meetings

Administration

- Maintain accurate and up to date student information
- Maintain records and produce reports required

**Oaklands Catholic School
and Sixth Form College**

THE ROLE



- Issue text messages or letters to parents/staff as directed by member of SLT
- Attendance support to Associate Senior Leader

Attendance

- Be one of the main contacts for all significant attendance issues in school
- Undertake Attendance Check duties to Include:
 - Producing reports
 - Analysing data to spot trends and concerns and put in place appropriate support and interventions to help improve student attendance.
 - Registration certificates and attendance check reports
 - Medical reports
- Chase up, in conjunction with tutors, reasons for absence using agreed systems
- Develop positive links with parents of persistent absenteeism/truancy in liaison with the Year Heads and Senior Leadership Team and complete referrals to outside agencies where appropriate
- Liaise with alternative provision providers and apply for AP where needed
- Oversee administration of pupil holiday request forms and complete fixed penalty notices
- Complete home visits where required
- Train to deliver Emotionally Based School Avoidance support

Staff management and teamwork

- Work co-operatively with other towards shared goals
- Line Manage the Attendance Officer
- Be responsible for maintaining, alongside the Pastoral Deputy Head, the attendance ethos of the school
- Informing parents of PA students of the progress of their child's attendance
- Promote and champion good attendance around the school (keep attendance notice board up to date)
- Produce weekly attendance information for Heads of Years and Pastoral Team

School Policies and Regulations

- To work at all times in accordance with the mission and values of the school
- General knowledge of school policies and procedures
- Knowledge of Safeguarding and Child Protection and Attendance Policies and Procedures
- Knowledge of Health and Safety/Security regulations and procedures
- Pursue personal development skills and knowledge necessary for the effective performance of the role
- Keep up to date with health and safety procedures, school policies and the staff handbook
- Attend meetings and training sessions as and when required



Oaklands is a Catholic Academy taking in boys and girls from 11-18, which has been established by the Diocese of Portsmouth for the education of Catholic children who live within the designated parish catchment area allocated to the school. In addition, Oaklands also takes in a number of children from other Christian denominations whose parents have specifically requested a catholic education at the School, provided that they satisfy the criteria laid down in the Governors' Admissions Policy.

Oaklands has over 1,300 students on roll, including a Sixth Form College of 220 students. It is a well established comprehensive school, which is well supported by parents and highly respected in the community. Oaklands offers a full range of GCSE and A Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.

Oaklands was one of the first Catholic Academies in the country, converting as a single Catholic Academy Trust in 2011. Corpus Christi Primary School joined the Trust in 2021.

The school is part of a soft federation; working closely with other local schools, which provides an opportunity to share expertise and resources.

We are also part of the wider Edith Stein Partnership working closely with other local Catholic schools across primary and secondary phases.

We are on an exciting and imaginative journey; providing the best support possible for teaching and learning is at the heart of what the support department aims to achieve, including:

- Modern or refurbished buildings, maintained to the best possible standards
- Up to date furnishings and equipment to meet today's education needs
- Efficient and relevant process and procedures
- Continuous Improvement – empowering staff to take responsibility for areas of change

The school stands within attractive and extensive grounds including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum and in recent years the school has undergone major refurbishment.

PERSON SPECIFICATION



PERSON SPECIFICATION

Essential:

- GCSE or equivalent in English and Maths
- Excellent IT skills including Microsoft Word and Excel
- Good organisational skills
- Good time management skills
- High level of accuracy and attention to detail
- Ability to work with other staff as a team
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Excellent communication skills - verbal and written
- Ability to work under pressure
- Stamina, initiative and resilience
- Confidentiality and discretion
- Displays commitment to the protection and safeguarding of children and young people
- Smart appearance and friendly manner
- Ability to work in sympathy with the Catholic ethos of the school, including a commitment to co-operation and helpfulness and a concern for the well-being of others

The following would be desirable:

- Previous experience in a similar role
- Experience of working in an educational establishment (mixed comprehensive school)
- Previous experience of working with SIMS system
- Sense of humour
- Willingness to undertake First aid/Fire Marshall training

Please note all staff will be required to complete an Enhanced DBS application following the initial offer of employment.

Oaklands Catholic School
and Sixth Form College



Eight Reasons why we think you might want this role at Oaklands

- In your current role you have already had a positive impact on the organisation you work for.
- You believe in the strength that working with a diverse group of people brings
- You are attracted to working in a school that can provide a range of opportunities for you and your colleagues.
- You value young people and see that professional and effective support functions ensures continuity of teaching and learning
- You can see the value in developing professional relationships that get the best out of colleagues.
- You are excited by the chance to work collaboratively with other colleagues in other departments
- You are motivated by the thought of being a member of a team that delivers some of the best education in Hampshire
- You give of your time freely recognising that this contributes to successful outcomes and job satisfaction.

Four reasons why you might not want to come and work for us (please look at the very last page)

- The match of your skills and experiences to our needs is not a good fit
- You are anxious about coming into a Catholic school (don't be)
- You have not worked in the education sector before
- You feel you might not be ready to help a high performing department

**Oaklands Catholic School
and Sixth Form College**

IT Network Manager - Nicolle Pinchen



I joined Oaklands in April 2019 as an Apprentice IT Technician. I worked closely alongside our small team of skilled technicians to help solve and support issues around the school. I have a background in the Music Industry, mainly the business and promotion side. I studied a Music Business and Promotion degree at Southampton Solent University. Eighteen months after finishing University, I decided to pursue a career in IT, this has always been a strong passion of mine.

The support at Oaklands has made me realise that I could have a career in this area. There is a strong link between my degree experience and some of the work here at Oaklands, which includes technical support of events in our main auditorium. The

apprenticeship scheme at Oaklands enabled me to learn on the job and gain two qualifications, most recently being a Level 4 in Network Management. I have since been able to step into the role as Network Manager, making key decisions about the IT networking within the school and the wider trust, with the support of the small team who I am lucky enough to now line manage.

My work is wide and varied from managing the ticket fault reporting system to ensuring the network is working without vulnerabilities and threats. No two days are the same at Oaklands, which keeps the role both interesting and exciting.

For me, the best thing about working here is the community. There is a strong feeling of community spirit and support within that, no matter what area you work in. If you are thinking of a career at Oaklands I would say 'Apply!' It is the best career choice I have made. Oaklands is a fantastic place to work with a lot to offer!

Head of History Department - Hayley Short

I started teaching at Oaklands in 2019 as an NQT. As a new teacher to this profession, I was positively welcomed to the school and to the community Oaklands provides. Not only this, it was a brilliant school to help me develop as a newly qualified teacher, as I was able to learn alongside highly skilled and experienced colleagues. Although new, I was trusted with responsibilities within our History Department which helped me develop my skills within and outside the classroom.

In 2023, I was given additional responsibilities as Lead Pastoral Practitioner, working with KS4 Heads of Year to develop and promote positive student behaviour patterns. Within our thriving History Department, my ideas and training have been strongly encouraged and since September 2024, I have been very much enjoying my new role as Head of Department. I can see myself working here for many, many years to come.

I really enjoy working in a Catholic School, the sense of community is unique, and ensures that you are working in a positive and caring environment; the importance and impact of faith on the lives of young people ensures that our students not only learn academically but also morally. Our school's traditions ensure that this school is so special. Our students are fantastic, and make me thankful to be a teacher.

If you would like to work here, you will be welcomed into our community and will be able to work in a lovely, wonderful school! I would recommend this to anyone.



Oaklands Catholic School
and Sixth Form College

APPLICATION PROCESS



All support staff are bound by the terms and conditions of contract of employment issued by the Catholic Education Service. The governors, as employer issue you with a Catholic Education Service (CES) contract this is downloadable from the CES and school websites.

[Vacancies - Oaklands Catholic School and Sixth Form College](#)

- Please complete a CES Support Staff application form. This can be downloaded from the school website
- Please also complete and return the Consent To Obtain References Form

Completed applications and Consent Forms should be sent by email to :

I.austin@oaklandscatholicschool.org

or by post (marked 'Application' in the top left hand corner) to:

Mrs Louise Austin
HR/Finance Assistant
Oaklands Catholic School
Stakes Hill Road
Waterlooville
Hampshire
PO7 7BW

Please note on Page 10 of the application from you are required to complete a supporting statement.

Please note that incomplete applications will not be accepted.

Closing date:

Wednesday 18th June 2025 at 12pm

Interviews:

Week beginning Monday 23rd June 2025

The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. Please see the details in the application form. We reserve the right to take up references with your previous employer.

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any safeguarding concerns
- The outcome of any enquiry or disciplinary procedure
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open References' from a candidate.

As part of the interview process all candidates will be required to:

- Take a tour of the school
- Meet the team
- Undertake a competency task
- Participate in a panel interview

Please visit our school website for more information about Oaklands and other recruitment documentation:

www.oaklandscatholicschool.org

- Supplementary Forms (to be given in at interview stage)
- Recruitment and Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Exam Results
- Annual report and financial statements
- Governor strategy
- Oaklands Catholic School Main Prospectus
- Equality Act 2010 information

Oaklands Catholic School
and Sixth Form College

AND FINALLY



What about those FOUR reasons why this role might not be for you!

The match of your skills and experiences to our needs is not a good fit

Come and visit us, read the pack, phone Karen Hastilow, HR/Payroll Officer and find out if the match is better than you think

You are anxious about coming into a Catholic school (don't be)

Again come and visit us, experience our community and talk to staff about their experience. The majority of staff at Oaklands are not Catholic

You have not worked in the education sector

If you are not ready for this then we still want to hear from you. Most of our best staff had little or no experience before coming to Oaklands but with training and development, over time they gained the experience

You feel you might not be ready for this challenging new role

If you are still reading, then you probably are

**Oaklands Catholic School
and Sixth Form College**



Oaklands Catholic School and Sixth Form College

Stakes Hill Road

Waterlooville

Hants

PO7 7BW