



**HOLMFIRTH**  
HIGH SCHOOL

**Information Booklet**  
Attendance & Pupil Records Officer

# A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this post at Holmfirth High School.

We genuinely believe our school is a wonderful place to work and develop your career. We work hard to ensure that students get the very best quality of learning experience, thus supporting them to achieve the very best outcomes. We are a school community where relationships are positive, respectful and friendly.

We strive to do our best for all our students so that they leave here as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom.

We are an incredibly busy school community with lots going on all year round. We are fortunate in having an exceptional staff team who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

We have a well-established passion for collaboration; working in partnership with a range of other alliances, schools, colleges and universities to: share best practice; support and train entrants into the profession, and to provide exciting professional development for all our staff.

The successful candidate will join the school at an exciting point in its history.

We would hope that what you read in the information pack and your wider research about the school will have whetted your appetite and encourage you to apply.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Ben Stitchman', with a stylized flourish at the end.

Mr Ben Stitchman  
Headteacher

# Holmfirth High School

This highly successful school has 1320 students, a teaching staff of 80 and a support staff of 70.



Originally built in 1959, the school has undergone extensive refurbishment in recent years. Its facilities now include a Modern Foreign Language suite, 6 ICT rooms, a Drama studio, 8 Science laboratories, a Music suite with practice rooms, a SEN department and RE/PSCHE block. The specialist school initiative brought the building of a new Maths block.

Our catchment area comprises Holmfirth and surrounding villages. These provide an intake which is well balanced socially and academically. The school is conveniently situated about seven miles from Huddersfield. The surrounding countryside is beautiful, set as we are in the Pennine Hills. Holmfirth is within 30-45 minutes of the centres of Leeds, Manchester and Sheffield and is easily accessible from the M1 and M62 motorways.

Our school takes its community responsibilities seriously. It adopts an open policy towards parents, and students are encouraged to participate in the life of the school and locality in a positive and helpful manner. The school also manages the sports centre accommodation which is used by local individuals and community groups in the evenings. We became an extended school in April 2006.

As a school, we aim to be sympathetic and understanding while being purposeful and demanding. We encourage our students to strive to achieve their personal best in all areas of endeavour.

Our students' high personal standards are also fundamental to our calm and purposeful ethos. We are aware of the difficulties that students may experience as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls who have personal or academic problems and we provide as much support as we are able.

The school is organised on a House basis, with Heads of House overseeing a team of Form Tutors. Students are taught in their mixed ability tutorial groups in Year 7, although setting is introduced in a number of subjects in Year 8. In Years 10 and 11, our students follow a broad and balanced curriculum, with KS4 choices made in Year 9.

The school has an excellent record in public examinations; the great majority of our students achieve high standards at education or training beyond the age of sixteen. Over 50% go on to university and less than 1% become NEET.

We attach great importance to the place of extra-curricular activities in our school programme. A wide variety of cultural, sporting, outdoor pursuits and other activities take place, with outstanding levels of success being achieved. It is hoped that applicants will give a clear indication of areas in which they are able and willing to participate.

We hope that this outline has been useful. If you have any questions, please do not hesitate to telephone the school. In normal circumstances, the appointment will be made within one month from the appearance of the advertisement. Unless applicants have been invited for interview within this period, it should be assumed that the post has been filled. It is regretted that expense makes it impossible to write personally to all unsuccessful candidates.



# Aims of our School

- ✚ Members of our school community are encouraged to achieve their potential – academically, emotionally, socially, physically and spiritually and the school aims for the highest possible standards for all.
- ✚ Our school aims to ensure that members of the school community feel valued and appreciated.
- ✚ Our school aims to encourage students to enjoy learning through a broad curriculum delivered in a wide variety of ways and thus helps prepare them for later life.
- ✚ Our school aims to develop qualities of mind, body, and spirit through the encouragement and development of various senses; reasoned thought; the ability to question and discuss rationally, to state a point of view and accept other points of view.
- ✚ Our school aims to develop self-discipline, self-respect, respect for others and their property, thereby enhancing relationships with others and providing the capacity to live as independent, self-motivated adults with the ability to act as contributing members of society.
- ✚ Our school aims to encourage that all members of the school community respect religious and moral values, and show tolerance and understanding of other races, religions and ways of life.
- ✚ Our school aims to provide a wide range of support services for our young people in order to help them manage and cope well with concerns and problems not just with their education, but more generally with their life in and beyond school and as preparation for later life.
- ✚ Our school seeks to offer a wide variety of learning and activity opportunities through our extra-curricular programme and hope that these will help encourage the development of interests and skills and social interaction.
- ✚ Our school seeks to work and interact with our wider community to support local efforts to address issues and provide services and to ensure good use of school facilities in out of school hours.

# Local Information

## Holmfirth – the Heart of the Holme Valley

Located in the heart of the beautiful Holme Valley, Holmfirth is a small town that sits just north of the Peak District in West Yorkshire. The town is better known as the location for the popular BBC TV series 'Last of the Summer Wine', with thousands of fans making the journey every year to visit such locations as Sid's Café and Nora Battye's Steps.



Whilst 'Last of the Summer Wine' is a major visitor attraction, it certainly is not the only reason people visit Holmfirth. With its breathtaking scenery across the Holme Valley, Holmfirth is also popular with walkers and wildlife enthusiasts alike as it is within easy reach of a number of beautiful reservoirs and picturesque surroundings, and if that isn't enough, there are some wonderful attractions to be seen in the town itself - from the last of the Summer Wine Exhibition, to the Holmfirth Vineyard, to the Postcard Museum or pop into one of the many local bars for a cheeky pint!

Holmfirth is also home to a wide range of eating places, including restaurants, wine bars, pubs and take-aways that cater for a wide variety of tastes. It is one of the most popular and much loved destinations in West Yorkshire, with visitors flocking to the sleepy town all year round, Holmfirth is a wonderful place to visit, with lots of things to see and do.

Holmfirth is within easy reach of the major cities of Manchester, Leeds and Sheffield being accessible from both the M1 and M62 motorways. Our nearest town is Huddersfield which is home to Huddersfield University - winner of the Sunday Times Best University of the Year Award 2014. Huddersfield also has three sixth form colleges – Greenhead College, Kirklees College and New College.

There are many estate agents and letting agents in Holmfirth and Huddersfield, together with high street banks.

# Partner Primary Schools

## Hade Edge J & I School

Greave Road  
Hade Edge  
Holmfirth  
HD9 2DF

## Netherthong Primary School

School Street  
Netherthong  
Holmfirth  
HD9 3EB

## Hepworth J & I School

Maingate  
Hepworth  
Holmfirth  
HD9 1TJ

## Scholes J & I School

Wadman Road  
Scholes  
Holmfirth  
HD9 1SZ

## Hinchliffe Mill J & I School

Waterside Lane  
Holmbridge  
Holmfirth  
HD9 2PF

## Upperthong J & I School

Burnlee Road  
Holmfirth  
HD9 2LE

## Holme J & I School

Meal Hill Road  
Holme  
Holmfirth  
HD9 2QQ

## New Mill Junior School

Royds Avenue  
New Mill  
Holmfirth  
HD9 1LJ

## Holmfirth J I & N School

Cartworth Road  
Holmfirth  
HD9 2RG

# Attendance & Pupil Records Officer

Grade	6
Contract:	Permanent
Hours	37
Weeks	Term Time Only
Accountable to:	Assistant Headteacher

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## Purpose of Post

Responsible for supporting the administration function in relation to pupil information and statistical data. Develop databases or spreadsheets systems to ensure that the school management information systems are effectively maintained.

Retrieve pupil information, monitor attendance figures and provide statistical information and data reports as required, using LA wide systems, eg. SIMS.

To be responsible for and deal with attendance queries.

## Duties and Responsibilities

- Prepare and maintain both manual and computerised pupil records including admission, registration, attendance/absence details and school meals.
- Maintain/update the school pupil database and pupil timetable systems training staff as and when required.
- To be responsible for the year end routines on the management information systems. Updating documentation, computer records, etc as necessary.
- Responsible for extracting reports as required by Pastoral staff and ESW's from computer generated systems.
- Responsible for telephoning parents to advise them of their child's absence from school.
- Responsible for communicating with parents with regards to updates of pupil records e.g. letters home etc.
- Responsible for inputting and providing data eg. attendance percentages and administrative returns as required.

- Responsible for the filing and security of all pupil confidential records to include maintaining a signing out book for the issue of all pupil files as and when required.
- Responsible for maintaining the late list for pupils arriving after registration including providing pupils with “late slip”, eliciting reason for lateness and offering initial advice.
- Responsible for informing parties of new and leaving pupils via W3 forms, and to meet weekly with appropriate bodies regarding pupil attendance and welfare.
- Provide attendance and school data reports as and when required.
- To monitor attendance figures and produce attendance and school data reports.
- Input of registers and any alterations made by staff and cover teachers.
- To deal with attendance enquiries from staff and parents, producing attendance lists and distributing to staff pigeon holes.

### **General**

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder’s supervisor from time to time, in consultation with the postholder.
- The postholder’s duties must at all times be carried out in compliance with the Council’s Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, eg operate safe working practices.
- To undertake relevant training and development as required from time to time by the Head Teacher or LEA, and be involved in ongoing development reviews of skills and competencies.

### **Generic Requirements**

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents and the wider community.
- Adhere to the principles expressed in the aims and vision of the school.
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply school policies in all aspects of the role.

- Keep up-to-date with all aspects of the safeguarding children policy as it applies to the post.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for promoting and safeguarding the welfare of students.

Holmfirth High School is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to an Enhanced DBS check.

The Governing Body and Headteacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

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*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*

## Person Specification

<b>Location :</b>	Holmfirth High School
<b>Job Title:</b>	Attendance & Pupil Records Officer
<b>Pay scale:</b>	Grade 6
<b>Hours/weeks:</b>	37 (Term Time Only)

**You should be able to demonstrate that you meet the following criteria:**

<b>Qualifications, Knowledge and Experience</b>	Desirable/Essential
<ul style="list-style-type: none"> <li>• Experience of working in school</li> <li>• GCSE (or equivalent) passes in English and Maths</li> <li>• ICT literate</li> <li>• Experience of working with and communicating with young people</li> <li>• Experience of working with school data systems, including SIMS to gather information and produce reports.</li> </ul>	D E E D D
<b>Attributes and Skills</b>	
<ul style="list-style-type: none"> <li>• A commitment to improving the lives and learning opportunities of young people.</li> <li>• Ability to engage constructively with, and relate to, a wide range of young people and their families.</li> <li>• Ability to work effectively with teaching staff, Leadership within school and external agencies.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Good organisational and planning skills including prioritising tasks.</li> <li>• A readiness to participate in training and professional development.</li> </ul>	E  E E  E E E
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Set and maintain high standards in all areas.</li> <li>• Enjoy challenges with the ability to stay calm and cheerful when working under pressure.</li> <li>• Be resilient and set the example of never giving up.</li> <li>• Good communication skills.</li> <li>• Work as part of a team and be directed or work on your own initiative.</li> <li>• Flexible, adaptable and approachable.</li> <li>• Think creatively to solve problems proactively.</li> <li>• Self-motivating with the ability to multi-task.</li> <li>• Willing to go the extra mile.</li> </ul>	E E  E E E E E E E

# Application Details

Thank you for taking the time to read this pack. If you wish to apply for the post of Attendance & Pupil Records Officer then please complete the standard Kirklees Council application form which is found on our website, together with a letter of application outlining how your experience to date has prepared you for this post.

Completed applications should be returned to:

The Headteacher  
Holmfirth High School  
Heys Road  
Thongsbridge  
HOLMFIRTH  
HD9 7SE

Or via email to [vacancies@holmfirthhigh.co.uk](mailto:vacancies@holmfirthhigh.co.uk)

**The closing date for applications is Thursday 27 April 2023 at 10.00am**

If we have not contacted you by the end of April please assume that on this occasion your application has been unsuccessful. Please accept this as an acknowledgement of the time and interest you have shown.