



INSPIRATIONAL
Box Hill School

Attendance and Safeguarding Officer

Candidate Pack

Box Hill School: Excellence Maximises Outcomes

Welcome to Box Hill School, where education transcends the curriculum since 1959. Under the leadership of our first female Headmistress, Ms Hayley Robinson, we empower each student to excel both in and out of the classroom. Nestled in 26 acres of Surrey countryside, our nurturing environment fosters growth for 450 students aged 11-18.

Round Square: Where Ideals Shape Futures

As a founding member of Round Square, we embrace the philosophy of Dr Kurt Hahn, championing a holistic yet personalised approach to education that nurtures global citizens. Guided by the principles of Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership, and Service, we instil in our students a sense of purpose, empathy and responsibility that goes beyond the confines of the classroom.

We believe when students are happy, they thrive.



Job Purpose

Directory Responsible to: Deputy Head Pastoral and Safeguarding

Hours Part Time 8.00am to 2.30pm (Term Time only)

Areas of Responsibility

Your Professional Duties

You are expected to act in accordance with the aims, policies and administrative procedures of the school. The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Specific Duties and Responsibilities

- Monitor daily student attendance, identifying patterns and trends of absenteeism and lateness.
- Implement attendance improvement strategies in line with school policies.
- Maintain accurate attendance records and produce reports for Line Manager and external bodies.
- Work with parents/carers to address attendance issues, providing support or referring to external agencies as required.
- Oversee monitoring and filtering systems.
- Complete administration associated with CPOMS.
- Act as a Deputy Designated Safeguarding Lead (DDSL) supporting the DSL in managing child protection concerns.
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- Support the DSL in all welfare concerns and child protection matters arising at the school; and in liaison with the DSL support other staff in dealing with any welfare concern and child protection issues that arise.
- Actively manage those cases that are delegated by the DSL.
- Support staff training and awareness on safeguarding and child protection procedures.
- Maintain records of staff safeguarding training requirements and updates.
- Maintain confidential and accurate safeguarding records in line with statutory guidance.

Pastoral Support:

- Provide targeted support for vulnerable students, including those identified as at risk of harm, poor attendance, or disengagement.

- Support pastoral leaders and SENCO to implement early intervention strategies.
- Develop positive relationships with students and families to promote welfare and educational engagement.
- Provide cover and supervision of students in line with the requirements of the school.

Administrative Duties:

- Ensure compliance with statutory attendance and safeguarding requirements.
- Prepare and submit statutory returns related to attendance and safeguarding.
- Maintain safeguarding and attendance databases, ensuring data protection compliance.

Professional Standards:

- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Attend staff meetings and Professional Development days.
- Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact.
- Take responsibility for matters relating to health and safety.
- You may also be required to undertake such other comparable duties as your line manager requires from time to time.

Professional Development and Appraisal

- Actively participate in arrangements for the appraisal of your performance.
- Keep up to date with attendance and safeguarding guidance.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Maintain positive working relationships with pupils, colleagues, parents, and other members of the school community.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.
- This job description may be amended at any time, after consultation with you.

- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy.

Child Protection and Safeguarding

The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service. Further details about the school's policy regarding Safeguarding and Disclosure in relation to recruitment and selection can be found on the Current Vacancies page of our website.



Terms and Conditions



Staff on site
parking



Use of the
school gym



Staff discount
on school fees



Lunch is
provided free of
charge during
term time



Pension Scheme
provided
through Aviva
Pension Trust
for Independent
Schools



Cycle to work
scheme

Applications

The successful applicant will be required to complete a pre-employment medical questionnaire.

Salary competitive within the sector and commensurate with the successful candidate's experience.

Applicants are required to complete the school's Application Form and Equal Opportunities Monitoring Form.

CVs alone will not be accepted but can be included as part of the application process.

Additionally, please review the Explanatory Note on our application and recruitment

process, available on the website's [Current Vacancies page](#).

Applications should be sent to: hadmin@boxhillschool.com

Early applications are encouraged as we reserve the right to appoint before the closing date.

The closing date for applications is: 22nd April 2025

Interviews will take place: 28th April 2025

