

# Applicant Information Pack



**ST. MARK'S CE SCHOOL**  
ONE SCHOOL · SERVING ALL · THROUGH EXCELLENCE

# Executive Headteacher Message

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all-through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that teachers can teach and nurture students without being bombarded by bureaucracy. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

*"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.*

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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# Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

Mission:

## **One School**

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

## **Serving All**

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

## **Through Excellence**

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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# Attendance Officer

## Attendance Officer

Grade 6 – FTE £28,792 - £30,518, actual £24,750 - £26,233.74

37 hours per week, term-time only

7.45am to 3.45pm daily apart from Tuesday when hours are 7.45am to 3.15pm

Required from April 2026

We have an exciting opportunity for an Attendance Officer and Pupil Administrator to join our busy office team. The role will consist of maintaining children's records, new pupil admissions and attendance monitoring whilst working proactively with families on attendance and punctuality.

A keen eye for detail is required to ensure accuracy in all areas of work as well as having creative ideas to encourage children to be in school, every day and on time. Applicants should also be friendly, flexible, approachable and able to interact with children and adults in our diverse community.

An excellent knowledge of ICT and the Microsoft package is essential as is experience of working in a busy office environment. Knowledge of SIMS would be an advantage although full training will be given. An ability to multi task whilst putting our children first is a key requisite for this position as no two days are the same.

A compliance of confidentiality and safeguarding is essential as are excellent communication and customer service skills.

We will welcome part-time applications for this position.

If you feel this may be the role for you and you would like to join our team we would welcome your application.

For more information and to apply, please visit

<https://www.stmarksschool.co.uk/vacancies.html> and fill in our 'Support Staff' application form. Completed applications should be then emailed to: [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk)

Closing date: 11:55pm, Sunday 12<sup>th</sup> April 2026

**We reserve the right to call candidates for interview and appoint to the role before the closing date.**

**Unfortunately we do not have the ability to support sponsorship.**

*St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This role requires an enhanced DBS.*



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# Job Description

ACCOUNTABLE TO: Director of Safeguarding, Attendance and Mental Health

GRADE: 6

## PURPOSE OF THE POST

- To be responsible for the induction, recording and inputting of new pupils.
- To monitor and improve the school attendance in partnership with the Head of School Primary and Executive Headteacher.
- To organise and maintain pupil records and their associated benefits e.g free school meals

## KEY TASKS

- Successfully process all new pupils, keeping to any deadlines advised by the admissions team whilst ensuring all records are accurate and all parties are communicated with.
- To co-ordinate and process all outgoing pupil records.
- To maintain accurate attendance records as per the LA guidelines, also to monitor, evaluate and link to the school improvement plan. Review regularly with the Senior Team and Education Welfare Officer and highlight concerns.
- To complete attendance actions promptly am and pm ensuring all unaccounted for children are identified and parents/carers contacted.
- To remain up to date with changes to attendance and part time timetabling.
- To be proactive and take steps to improve school attendance through initiatives and referrals as appropriate.
- To liaise with the Pastoral and Safeguarding Officers to ensure vulnerable pupils are attending and contact made swiftly with families and students.
- To monitor late children and put actions in place to ensure the children are in on time every day.
- To administer leave of absence requests.
- Produce penalty notices as required.
- To follow attendance and punctuality school protocols.
- To ensure that attendance interventions are actioned within the agreed timescales.
- Produce attendance data as and when required including evidence reports showing improvements on the attendance of groups and individuals.
- Produce mobility reports as and when required.
- To input accurate data that ensures the SIMS database is maintained.
- Monitor the SIMS email system for any attendance related messages.
- Correctly administer the free school meal system as part of admissions, ensuring all documentation and records are accurate.
- Promote the free school meal service and encourage parents to apply even if they are in receipt of universal free school meals.
- When advised by the Senior Leadership team administer any pupil exclusions ensuring appropriate records are updated.
- Remain up to date with legislation and adhere to all attendance coding instructions.

# Job Description continued

- Complete statutory returns, for example EHE or part time timetable when instructed.
- To assist with the school census returns, or if needed, submit the census.
- Help maintain the office stationery stocks.
- Process general office tasks such as post, typing and filing. Also, to provide job cover for other team members when required.
- To undertake reception duties including meeting and greeting visitors and answering the telephone.
- To provide hospitality and refreshments for visitors to the school
- To provide First Aid to pupils as required and to maintain the appropriate records.
- To take responsibility for own performance plan and be able to provide evidence of how points have been achieved.
- To maintain an effective and efficient working environment that complies with Health and Safety requirements.
- To support the school values and mission statement at all times.
- To safeguard the children of the school and highlight and concerns or issues to the Senior Leadership team promptly and in a confidential manner.
- To give prompt access to current information regarding school policies as and when required within the restraints of the Freedom of Information Act and the Data Protection Act.
- Any other duties which reasonably fall within the requirements of the post, which may be allocated by the Director of Safeguarding, Attendance and Mental Health.

# Person Specification

Description	Essential	Desirable
A good understanding of business administration and several years' practical experience of administrative processes good understanding	X	
English and Maths to GCSE Grade C or equivalent	X	
Business Administration qualification to NVQ level 2 or equivalent		X
Understanding/previous experience of managing attendance and school attendance procedures		X
Understanding of school admission routines and processes		X
First Aid Qualification		X
Ability to analyse and interpret a variety of data	X	
Ability to communicate effectively to a range of audiences, through good written and excellent oral communication skills	X	
Ability to work well as a member of a team	X	
Word processing ability (to RSA level 2 or equivalent ability level)	X	
Ability to work on own initiative and to plan and organise own workload	X	
Ability to concentrate on detailed work for short/medium periods of time	X	
Ability to be flexible and deal with conflicting priorities and interruptions and cope with pressures in workload	X	
Understanding of key safeguarding issues and procedures	X	
Experience in working with/caring for children of a relevant age		X

# How to apply

To apply please visit our website:

<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

And complete the 'support staff' Application form, when completed please email to: [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk)

If you need any more information on the role please call:

02380 772968 or email [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk)

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