

Budehaven
Community School

ATTENDANCE OFFICER & DEPUTY DESIGNATED SAFEGUARDING LEAD

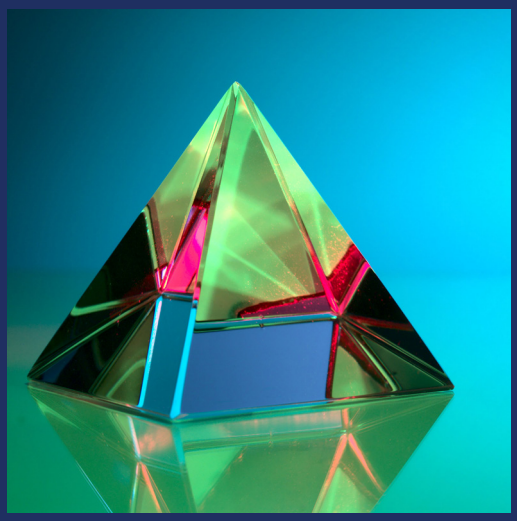
39 Weeks per year (term time INSET days).
37 hours per week Paid on Cornwall Council Grade H

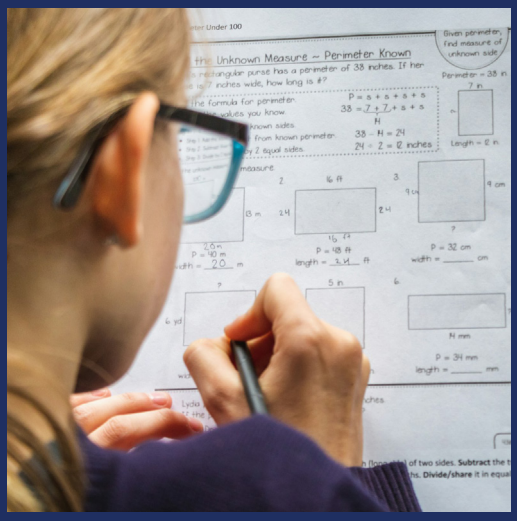
Deadline for applications: Midday on Monday 16th November 2026
Start Date: As soon as possible.

Information for applicants

www.budehaven.cornwall.sch.uk









ABOUT BUDEHAVEN

"Budehaven is a true community school"
Ofsted, May 2024

Budehaven Community School is located on the beautiful north Cornwall coast in the town of Bude. We are proud to be a fully comprehensive school, welcoming and providing an inclusive education to students aged 11 to 19. Our school benefits from a thriving, successful Sixth Form, from which many of our young people access some of the top Universities in the UK.

Budehaven Community School is a thriving environment to be part of, and our ethos, which is built on a foundation of Care, Enjoyment and Opportunities, building Responsibility, Confidence and Success, is tangible from the second you walk through the door. As you travel around our school, the energy of the students and staff is infectious and it is clear to see that we uphold high standards of behaviour and attitudes to learning. The stunning work of our talented young people is on display around the school, We have an annual art exhibition, where members of the community admire the work of our young people.

We celebrate talent, skill, effort and difference, and the results of this are evident in every part of the school community. Our young people benefit from excellent sports, music and performing arts facilities,

Fundraising activities and competitions that take place across our school bring out the generosity of all members of our Budehaven family.

Our young people compete at a national and international level within sporting competitions; we are incredibly proud of them and we are so grateful for the support that our parents, carers and other members of our community give to our students. The musical and theatrical talents of our students are stunning, ranging from the Rock Band to the Samba Band, and Performances such as The Curious Incident of the Dog in the Night time, Charlie and the Chocolate Factory, Alice and the forthcoming High School Musical. We have regular musical concerts, which are open to all members of our community.

We firmly believe that we provide a great education for all, both inside and outside our classroom, for all students, regardless of their background. Our students achieve well, with our pupils following a carefully sequenced curriculum that builds on prior knowledge and understanding, linking ideas within and across subjects. Key Stage 3 prepares them well for the challenges of GCSE and A Level. Our pupils understand why they have learned what they have learned, and how it shapes their future learning and aspirations. Our young people are bright, interested, and interesting.

We are incredibly proud of our Sixth Form, which provides a range of A Level and other Level 3 courses. We are also very proud of our Sixth Form students; every year many of them go on to Oxbridge, Russell Group, national and international universities.

Budehaven students and staff are proud of our school and the community it serves; we are ambitious for our students, academically and for their development into curious young people. Our students understand and can articulate their thoughts and ideas on a wide range of topics, from climate change to politics, psychology to English Literature. They look beyond their locality, look at the world in wonder, and become thoughtful and productive members of the wider society.

OUR STUDENT COMMUNITY

1162 on roll, with 129 in the Sixth Form







LETTER FROM THE HEADTEACHER

October 2026

Dear Applicant,

Re: Attendance Officer and Deputy Designated Safeguarding Lead

Thank you for your interest in the position of Attendance Officer and Deputy Designated Safeguarding Lead. We are looking for a professional and motivated team player to work as part of the core attendance and safeguarding team

The successful candidate will place young people at the centre of everything they do, working closely with parents/carers, external agencies and all staff across the school, to ensure the best possible support for all our young people.

Please include in your application, any knowledge, skills and experience relevant to the role, and I look forward to reading your application,

Yours faithfully,



Mr Dominic Wilkes - Headteacher

ABOUT THE POST

Attendance Officer & Deputy Designated Safeguarding Lead

Paid on Cornwall Council Grade H,
(£29,647 to £34,811 full time equivalent per annum)
Post = 0.855FTE. Actual pay = £25,348 to £29,763

39 Weeks per year (term time INSET days).
37 hours per week with a need to work flexibly in agreement with the Designated Safeguarding Lead in order to meet the demands of the service.

Start date: As soon as possible

We are looking to appoint an enthusiastic, conscientious and self-motivated person. Your role will be to improve pupil attendance and punctuality through effective monitoring, intervention, and support; and to assist the DSL in ensuring the safety and welfare of all pupils, fulfilling statutory safeguarding duties.

"Budehaven is a true community school" Ofsted, Good rating (May 2024).

We offer a wide range of employee benefits, including salary sacrifice schemes, well-being and high street discounts.

At Budehaven we are committed to the safeguarding of our students, and the successful candidate will be subject to an enhanced Disclosure and Barring Service check.

For further information and an application form, please contact
Mrs Clare Brown at the school or visit our website:
www.budehaven.cornwall.sch.uk
Tel: 01288 353271
Email: clare.brown@budehaven.cornwall.sch.uk

Deadline for applications:
Midday on Monday 16th November 2026

Interviews to be held as soon as possible after the deadline

JOB DESCRIPTION

Attendance Officer & Deputy Designated Safeguarding Lead

Role Purpose
To improve pupil attendance and punctuality through effective monitoring, intervention, and support; and to assist the DSL in ensuring the safety and welfare of all pupils, fulfilling statutory safeguarding duties.

Key Responsibilities

Attendance Officer Responsibilities

- To contribute to raising achievement by improving school attendance
- To work with students and their families in identifying barriers to attendance and working with them to overcome these barriers.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- Carry out first-day absence calling, prioritising vulnerable pupils.
- Maintain accurate records of absences, interventions, communications, and statutory returns.
- Track and monitor attendance patterns including persistent absence.
- Develop and implement Attendance Support Plans for persistently and severely absent pupils.
- Conduct home visits where necessary.
- Liaise with pastoral, SEND, external agencies, and families.

Deputy Designated Safeguarding Lead Responsibilities

- Assist the Designated Safeguarding Lead to ensure all safeguarding procedures operate in accordance with the school's policies and procedures.
- Under the leadership of the Designated Safeguarding Lead, work closely with the wider Safeguarding Team to ensure that the School Safeguarding Policy and practice is meeting the needs of the students for safeguarding.
- Liaise with the Designated Safeguarding Lead to inform them of any issues and ongoing investigations that have been assigned or that they have picked up during the course of their work.
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely using schools systems..
- Refer cases to the Designated Safeguarding Lead for the Channel Programme under the Prevent Duty where there is a radicalisation concern as required.
- Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored, including making MARU / MASH referrals.
- Participate in strategy discussions, CP conferences and multi-agency meetings.
- Support referrals to children's social care, police, and Channel when appropriate.

This is a description of the main duties and responsibilities of the post at the date of production The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	**Essential or Desirable**	**Application Form**	**Interview (or other selection activity)**
Qualifications:			
Relevant professional qualifications which support the expertise of safeguarding field (i.e. Social Services, Police, NHS or working with children)	D	✓	
Willing to undertake personal development through training and other learning activities	E	✓	✓
Level 3 Safeguarding training, or willingness to undertake	E	✓	
Experience:			
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda	E	✓	
Evidence of recent experience of working within the field of safeguarding	D	✓	
Demonstrate experience of an active involvement in working with a range of external agencies, policies and protocols	D	✓	✓
Experience of working within a wider network	D	✓	✓
Knowledge, skills and abilities:			
A knowledge and understanding of safeguarding in relation to the education sector, secondary phase	E	✓	✓
The ability to effectively use School systems and policies to monitor and support the safety and welfare of all students and staff at the College	E	✓	✓
Experience/training in CPOMS / MyConcern	D	✓	✓
Ability to demonstrate an understanding, awareness and empathy for the needs of the students at their School how these could be met	E	✓	✓
Excellent written and oral communication skills	E	✓	✓

PERSON SPECIFICATION (CONTINUED)

To be committed and hardworking	E	✓	✓
Set high expectations which inspire, motivate and challenge students	E		✓
Excellent understanding of SEND policies and procedures	E	✓	✓
Ability to promote good progress and outcomes by students	E	✓	✓
Ability to inspire trust in the College community	E		✓
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E	✓	✓
Build and maintain quality relationships through interpersonal skills and effective communication	E	✓	✓
Demonstrate personal and professional integrity, including modelling values and vision	E	✓	✓
To respect and uphold confidentiality at all times	E	✓	✓
Prioritise, plan and organise yourself and others	E	✓	✓
Ability to manage and resolve conflict	E	✓	✓
Demonstrate a capacity for sustained hard work with energy and vigour	E	✓	✓
To be flexible and proactive towards changes in day-to-day working arrangements	E	✓	✓
Good organisational skills including the ability to prioritise	E	✓	✓
Excellent interpersonal and teamwork skills	E	✓	✓
Ability to work both under instruction and on own initiative	E	✓	✓
A proactive and professional approach	E	✓	✓

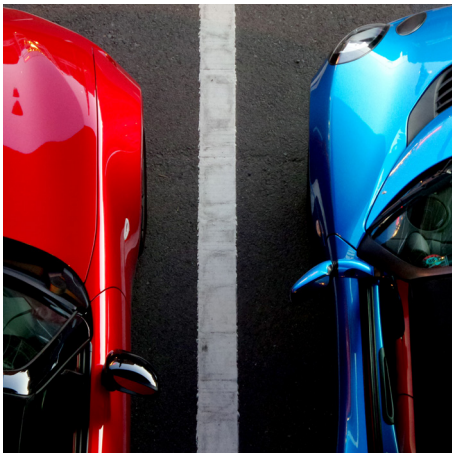
OUR ETHOS AND VALUES



WE VALUE YOU AND WE CAN OFFER...

- Students who are welcoming, well behaved and curious young people
- The support of an experienced governing body and a dedicated team of staff and leaders
- A school that is at the heart of its community and is well respected
- CPD tailored to support you as you develop within your role
- A school that has innovative education and health care links
- A successful sixth form with students who go onto top universities
- Free use of the on-site Gym which was refurbished Autumn 2021
- Number of after school staff activities such as 5 aside football
- Free membership of the Smart Clinic, benefits include:.
    - 24 hour helpline
    - Access to a virtual GP 24/7
    - Support and advice on
    - Managing a condition
    - Better health
    - Cognitive behavioural therapy
    - Counselling
    - Anxiety Management
    - Physiotherapy
    - Stress Management
    - Assertiveness and self-confidence training
    - Time management

- Free onsite parking
- Lifestyle Savings – Access a huge range of savings across the UK's major retailers
- Home and Electronics – Spread the cost of thousands of technology and home appliances shipped by Currys and John Lewis & Partners
- Cycle to Work – Save up to 43%* on the latest bikes and accessories for your commute to work (savings are realised through a salary sacrifice arrangement. Excluding disposal fee. Figures are a guide only and dependent on personal situation).
- On site Gym Membership
- Eye Test Vouchers for eligible staff
- Physiotherapy – Access to online advice and exercise programmes
- Counselling & Wellbeing Support - Access to a Wellbeing Resource Library
- GP Phone & Video Consultation – Accessible 24 hours a day, 7 days a week







OUR LOCALE...

North Cornwall's beaches are famous for their haunting beauty and those in the Bude area are no exception. Vast expanses of clean, golden, sandy beaches, often backed by rugged cliffs, have captivated many a visitor's imagination over the centuries.

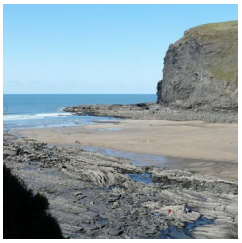


Bude itself has two main beaches, **Summerleaze** great for surfing and **Crooklets** which enables access, at low tide to the quiet coastline north towards **Northcott** and **Sandymouth**.

South of the town the beaches and bays of **Widemouth, Wanson Millook** & **Crackington Haven** which offer a wide range of attractions from surf schools to Geological marvels. The coast path in both directions from Bude offers stunning scenery and in places a great workout!



Head North to **Hartland Point** marks the location where the coastline takes a sharp right hand turn into **Bideford Bay**. The lighthouse there shines it's warning out across towards the nature reserve of **Lundy Island**. A unique habitat and perfect for Puffin spotting and swimming with the friendly seals.



Hartland Quay, Spekes Mill Mouth, Welcombe, Marsland Mouth and **Morwenstowe** offer access to the South West Coast path and all it's glory. The Rev **Hawkers Hut** is well worth seeking out.

A little further southward of Bude leads you to **Crackington Haven,** a beautiful little bay with Cafe's and Pub. Rising up to 'High Cliff' you then descend towards **Boscastle**, renowned and attractive National Trust village with spectacular cliff-hung harbour entrance, small quay and walks through beautiful **Valency Valley** and **St Nectan's Glen.** Thomas Hardy met his first wife here and based 'A Pair of Blue Eyes' on his experience in the district.



Tintagel, can get busy in high season but is always worth a visit. The ruined but spectacular **Tintagel Castle,** built in the 12 & 13th century by the Earls of Cornwall is another must see. Walks to **St Nectan's Glen**, **Boscinney Cove** and along **Rocky Valley** are a firm favorite of Staff at the school.

If you make it that far then it's just a short hop to **Port Isaac**, an unspoilt fishing village where white slate-hung houses run down to a sheltered harbour. It's a favorite location for film and TV companies with 'Poldark' and 'Doc Martin', 'Amy Foster' and 'Saving Grace' being shot there. It's little maze of alleyways, one called Squeeze-ee-belly, and old pilchard cellars, shingle beach and working crab boats are fascinating.



Wadebridge. Busy shopping centre. An historic centre for river, road and rail, with a 17 arch bridge over the River Camel, purportedly built on the foundation of wool sacks and known as 'The Bridge of Wool'. From here explore the wonderful **Camel Trail** South to Padstow or North to Wenford bridge, with the section between Bodmin and the end of the trail offering some of the quietest and most beautiful trail riding to be had in the South West.



Close by the A39, south of the town are the **Nine Maidens**—a line of tall stones, supposedly petrified maidens guilty of dancing on the Sabbath.

These are just a small sample of the huge variety of places to visit and things to do in this part of the world. We may well be a few miles from the major cities of Exeter, Truro and Plymouth but we make up for it with a quality of life that's hard to beat.



OS Maps: 190 'Bude & Clovelly', **111** , 'Bude, Boscastle & Tintagel' and **200** 'Newquay & Bodmin'.

FIND OUT MORE:

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