

# **Richard Lander School Truro**



## **Application Pack** Attendance Administrator

Term Time plus inset and 5 days – Permanent  
Cornwall Council Grade 2 - £25,772 FTE

To start 3<sup>rd</sup> September 2025

June 2025

Dear Candidate,

**Re – Attendance Administrator  
Permanent – Term Time plus inset and 5 additional days**

Please find enclosed an application form and details for the above post at this school.

**The Role:**

The opportunity has arisen to appoint an Attendance Administrator to join our team at Richard Lander School. The main purpose of this role is to contribute to raising achievement by improving school attendance, to maintain an accurate pupil database for staff, parents and external organisations and to provide support for the pastoral system through good, effective communication. To make supervised and unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return to access full time education provisions.

If you would like to discuss this post further or arrange a visit to the school please contact Mrs Harrison, Personnel Officer, on 01872 273750 or email [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk).

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is full time and permanent and is available from 3<sup>rd</sup> September 2025.

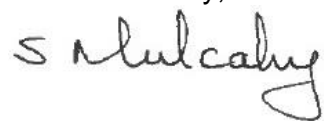
Please see our job description and person specification for more details of this exciting post.

**Completed forms should be submitted to [mrichardson@richardlander.cornwall.sch.uk](mailto:mrichardson@richardlander.cornwall.sch.uk) by midday on Wednesday 2<sup>nd</sup> July 2025.**

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,



Mr Steve Mulcahy  
Headteacher

## Background for Prospective Candidates

Come and work for a great school in a great location

### Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St Agnes, Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1551 students on roll. Mr Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750.

Please send your completed application forms to the school for the attention of Vicky Harrison, Personnel Officer, [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk). Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

### The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an email.

- In line with Keeping Children Safe in Education 2024, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates.
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.  
We expect all our team members to share this commitment.

## JOB DESCRIPTION

<b>Job Title:</b>	Attendance Administrator
<b>Grade:</b>	Cornwall Council Grade 2 Step 1 - £25,772FTE
<b>Responsible to:</b>	Headteacher / SLT
<b>Supervisory Responsibility:</b>	None
<b>Important Functional Relationships</b>	<u>Internal:</u> Headteacher, teachers, SENCO, teaching support staff, pastoral support teams, pupils.  <u>External:</u> Governors, LEA departments and advisors to include Education Welfare, parents.

### Main Purpose of Job:

To maintain an accurate pupil database for staff, parents and external organisations and provide support for the pastoral system through good, effective communication.

### Main Duties and Responsibilities:

1. To be responsible for maintaining accurate pupil records, ensuring all new pupils joining the school and those leaving are recorded on the school's administration systems.
2. To monitor, manage and advise on school strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
3. Meet to provide advice and support the school staff, students and parents on attendance matters and to identify individual problems and possible solutions.
4. To ensure all data stored is accurate and up to date. To ensure the utmost confidentiality with regard to such data and information.
5. To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system.
7. To liaise with the school receptionist regarding late arrivals and absences of pupils during the day.
8. To make unsupervised contact with families in response to allocated referrals i.e home visits and/or meetings in school.
9. To inform parents/guardians of absent students and to send out the appropriate correspondence to parents/guardians after three days of non-attendance from pupils.
10. To highlight attendance issues to pastoral staff.
11. To use IT systems to produce reports, often to tight timescales using word processing and record information including statistical data, providing reports to senior managers and other professionals.
12. To manage and prioritise your own workload in line with school requirements.
13. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.

14. To undertake Fire Warden training
15. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
16. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
17. To be responsible for your own continuing self-development, undertaking training as appropriate.
18. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: June 2025

## Person Specification

**Job Title:** Attendance Administrator

**Department:** Richard Lander School

**Person Specification prepared by:** Cornwall Council

**Date prepared:** June 2025

Attributes	Essential	Desirable	How Identified
Relevant Experience	<p>Experience of SIMS software</p> <p>Practical experience of word processing, excel, e-mail &amp; other office electronic applications.</p> <p>Practical experience of working in an office environment.</p>	Experience working within a school / college environment.	Application form / interview
Education and Training	Attainment of GCSE's or equivalent (educated to level 2 standard) to include English and Maths	Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE)	Application form
Special Knowledge and Skills	<p>Good oral and written skills.</p> <p>Good communication skills.</p> <p>Good organisational skills.</p>		Application form / interview.
Any additional factors	<p>Ability to produce accurate information based on accurate data input.</p> <p>Professional, tactful &amp; sensitive.</p> <p>Discreet &amp; confidential.</p> <p>Ability to work on own initiative and within a team.</p> <p>Enjoys working with young people.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		Interview.

### Special Conditions related to the post

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

<b>How to apply:</b>	<p>Complete the relevant applications form, equal opportunities form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted.</p> <p>Please complete an application form in full and return to:  <a href="mailto:vharrison@richardlander.cornwall.sch.uk">vharrison@richardlander.cornwall.sch.uk</a></p>
<b>Contact details:</b>	<p>Address: Mrs Vicky Harrison          Personnel Officer,          Richard Lander School,          Higher Besore Road,          Truro,          TR3 6LT          Tel: 01872 273750</p>
<b>Closing date:</b>	<p><b>Midday on Wednesday 2<sup>nd</sup> July 2025</b></p> <p>Candidates who are shortlisted will be informed of the interview date.          Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>