



Recruitment Pack

Attendance Officer

SCP12-18

Attendance and Administrative Officer

Closing Date for applications: Friday 9th October 3.00pm (We reserve the right to close applications prior to this date)

Start Date: To be confirmed

Interviews: Thursday 15th October – subject to change

Hours per week: 36.25 hours per week 8am – 3.45pm (30 minutes lunch)

Weeks per year: Term Time only

Contract Type: Permanent

Salary: NJC SCP 12-18 £24534-£27055 actual salary

The Opportunity

We are seeking to appoint an enthusiastic and motivated attendance and administrator officer to join our Academy. At St Michael's CE Academy, we aim to provide all our pupils with a high-quality education within a caring Christian environment.

The successful candidate will:

- Be the Academy's attendance officer, liaising with the educational welfare officer and providing attendance reports as required, fulfilling the job description attached.
- Undertake home visits to support pupils and families and accompany pupils to school, where necessary. (This is done in pairs; however successful candidates will need to be able to drive)
- Be the administrator of the Single Central Record – ensuring it is always up to date and efficiently maintained.
- Support the School's commitment to safeguarding children and promoting their welfare.
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be responsible for the use, updating and maintenance of school's information management systems, producing statistical information as required.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Provide a professional reception and front of house service to school visitors.

In return we can offer:

- The support and expertise of the school's leadership team and governing body with a clear vision of raising standards of teaching and learning
- Children who love learning
- A stimulating and creative learning environment
- An opportunity to work with a passionate and dedicated team of staff
- A happy and caring school community
- The opportunity to contribute to school improvement

If you have any further questions or would like to arrange a visit to the school, please contact Rhona Denton, Business Manager – office@stmichaels.enhanceacad.org.uk Visits to our academy are warmly welcomed.

Applicants will need to use the link below to complete the online application form.

To apply for the post please visit the current vacancies section at

[Enhance Academy Trust Vacancies](#)

We only accept applications made via the Enhance Academy Trust recruitment portal.

At St Michaels CE Academy, we celebrate creativity, collaboration, and continuous growth. We're looking for a dynamic attendance officer who will bring energy, empathy, and innovation to the role. Join our vibrant community where your ideas matter, your expertise is valued, and every encounter helps shape confident, lifelong learners.

Why join Enhance Academy Trust?

As a Trust, we have developed a range of employee benefits. Here are just a few examples:

- Membership to the Local Government Pension Scheme
- Physical and mental health support from a team of experienced nurses, counsellors, therapists, physiotherapists, consultants plus NHS GPs and private medical services.
- GP consultations with experienced NHS doctors are available for our employees and members of their household, 24 hours a day, 365 days a year and prescriptions (which have to be paid for) can be delivered to local chemists.
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings
- A paid annual Wellbeing Day – a time for you to use the day for an activity which promotes your own individual health and wellbeing.

If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make a difference, we would welcome your application.

Safeguarding Statement

Enhance Academy Trust is committed to ensuring the actions we take, keep children safe and protect them from harm in all aspects of their school life. The Trust is committed to safeguarding and promoting the welfare of all our pupils. The actions that we take to prevent harm, to promote well-being, to create safe environments, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the Trust. We recognise our moral and statutory responsibility and make every effort to provide a safe environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe they are being listened to.

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To view our Safeguarding and Child protection policy please visit the school website – www.stmichaels.enhanceacad.org.uk

To view our Recruitment of Ex-Offenders policy please click on the following link [Enhance Academy Trust - Policies](#)

JOB TITLE:	Attendance Officer	SCHOOL:	St Michael's CE Academy
GRADE AND SALARY:	SCP 12-18	CONTRACT:	Term time & Permanent
REPORTING TO:	SLT and School Business Manager		

OVERALL PURPOSE OF THE POST	
- To improve attendance and punctuality. - To provide support strategies for pupils and their families to ensure the highest level of attendance is maintained. - To work with the Senior Leadership Team, pastoral mentors, Local Authority and Trust based EWO to monitor and improve attendance and punctuality - To meet attendance targets set either within school, by Enhance Academy Trust or at a national level from the DfE.	
KEY OUTCOMES/ACTIVITIES	
ATTENDANCE - Follow the school attendance response protocols set out in the Attendance Policy - Advocate and facilitate the educational partnership between home, school, community and Local Authority, by support, liaison and negotiation, and where conflict arises to give paramount consideration to the interests of the child. - Contact parents about attendance issues; including phone calls, home visits and meetings, reporting outcomes and advising parents. - Take supportive/remedial action in respect of individual absentees to secure their regular attendance at school - Conduct home visits to support pupils and families and accompany pupils to school where necessary. - Support pupils who are vulnerable and have social and emotional difficulties, intervening and assisting in the development of strategies to enable a swift response to absenteeism in school - Contribute to the development and implementation of policies related to attendance issues - Have the ability to motivate disaffected pupils and non-compliant parents/carers including the ability to challenge those who are failing to use the support given. - Produce a full range of reports for senior members of staff: these will include attendance reports for the Headteacher and Governors - Deal with correspondence and contact parents and external agencies - Support and advise Senior Leadership Team in relation to attendance and punctuality. - Maintain appropriate case records that can be used in any future legal proceedings. - Organise and attend meetings with parents to review attendance. - Contact parents directly as appropriate over a range of attendance issues without reference to other personnel. - Contact and work with external agencies, particularly, Educational Welfare. - Contribute to social work programmes (e.g TAFs) and develop and implement strategies that support families. - Mentor specific pupils, helping them to improve attendance - Identify, refer and track vulnerable students in partnership with other professionals. - Prepare letters to parents on attendance issues. - Undertake analysis of relevant data as required by the needs of the service. - Handle requests for permission to authorise absences from parents. - Complete the relevant paperwork linked to penalty notices and attendance prosecutions. ADMINISTRATION - Maintain cloud-based systems (ARBOR) GENERAL - Be aware of and support difference and ensure equal opportunities for all. - Contribute to the overall ethos / work / aims of the school. - Appreciate and support the role of other professionals. - Attend and participate in relevant meetings as required. - Participate in training and other learning activities and performance development as required. - Carry out your duties with due regard to current and future School / Trust policies, procedures and relevant legislation.	

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis

RESPONSIBILITY OF RESOURCES
Employees (Supervision): None
Financial: None
Physical:
Customers and Clients:
Internal:
Senior Leaders, Headteachers, Trust Business Managers, support staff at school level,
External: Local Authority, Education Welfare Officer, parents/carers, external agencies such as Education Welfare
WORKING CONDITIONS
School based but will be required be required to carry out home visits as and when necessary.
CHARACTERISTICS OF THE POST
Employees are encouraged to participate in training activities in order to enhance their own personal development.
All employees of Enhance Academy Trust have a responsibility for promoting and safeguarding the welfare of all our pupils.
The employment checks are required:
• Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) • Evidence of safeguarding check e.g. DBS Disclosure
The following employment checks are required for those positions which are based in a school and or working in regulated activity:
Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure with Barred list

PERSONAL SPECIFICATION

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE		
	Essential	Desirable
Qualifications/Training		
5 GCSEs (Grades 4-9 or A* - C) including English and Maths or Level 2 or equivalent qualification	Y	
Knowledge		
Knowledge of data protection guidelines and GDPR ensuring confidentiality at all times.	Y	
Knowledge and understanding of Safeguarding in an Education setting and how this may relate to your role.	Y	
An understanding of Health and Safety issues relevant to the post.	Y	
Knowledge of the possible interventions to raise attendance	Y	
Knowledge of the potential barriers to high attendance that pupils may face	Y	
Experience		
Proficient in the use of using Microsoft Office, databases and web technologies	Y	
Experience of dealing with children who are vulnerable and have social and emotional difficulties.	Y	
Experience of working within a school setting		Y
Strong analytical skills to be able to monitor and analyse data	Y	
Competencies and Other Skills		
Establish and maintain effective relationships with pupils, parents and carers, communicating with them as appropriate	Y	
Excellent written and verbal communication skills	Y	
A strong commitment to the school's vision, Christian values and ethos	Y	
A flexible approach to work and a strong work ethic	Y	
Excellent organisational skills and time management including ability to multitask	Y	
Driving Licence to undertake Home visits	Y	

Date completed: May 2025