



UP HOLLAND  
HIGH SCHOOL  
*Dedicated to Excellence*

# Attendance & Behaviour Administrative Officer



PROUD TO BE A MEMBER OF  
**EVERYONE MATTERS**  
SCHOOLS TRUST

## Headteacher's welcome

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Up Holland High School is Dedicated To Excellence and prides itself on the excellent opportunities it offers to all students in order for them to develop and succeed.

This is achieved by offering a broad and balanced curriculum that is delivered by high quality practitioners. The school has an outstanding reputation for academic achievement and educational standards, which has been achieved by placing the individual child's needs at the core of our ethos and our decision making.

We recognise that the development of the 'whole child' is an integral part of our work. We want the students to achieve both fantastic outcomes and to develop their interpersonal skills so that they are confidently prepared for life beyond school. At the heart of this ethos, we promote our core values of leadership, organisation, resilience, initiative and communication. At Up Holland High School, we expect students to be self-motivated, ambitious, determined and hard working. We encourage them to make the most of their abilities and talents. Alongside this, we expect students to be kind, thoughtful and respectful to one another. We want them to participate in all aspects of school life, developing into responsible citizens who make a positive contribution to the wider community.

We strongly believe in the power of the 'student voice' and as such, afford our students the opportunity to positively impact change and improve our school by representing our student councils and junior leadership team. We expect our students to be responsible role models to each other and to the students in our partner primary schools, promoting a sense of community responsibility.

The pastoral care is a real strength of our school. We pride ourselves on knowing the students as individuals, which enables us to successfully work in partnership with parents and carers. This partnership is absolutely critical in ensuring students are happy, healthy and successful. Our extensive system of rewards encourages the pursuit of excellence and core values by celebrating progress, attainment and the overall contribution made to school life. High expectations of attendance, punctuality, uniform and behaviour underpin success in our school and lay the fundamental foundations for life beyond Up Holland.

You can view our welcome and information video using the following link:

[https://www.youtube.com/watch?v=kl5yjTJwG\\_8](https://www.youtube.com/watch?v=kl5yjTJwG_8)

## School Priorities 2025-2027

- Encourage a strong, **positive attitude to learning culture (ATL)** in every classroom and subject.
- Provide a **challenging and inclusive curriculum** that uses regular assessment to support student progress.
- **Strengthen teaching in all subjects** through targeted training, that enhances staff knowledge and expertise.
- **Increase overall attendance** compared to 2024/25 and keep it above the national average for all student groups.



**Headteacher  
Paul Scarborough**

## Role overview

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**Job Title:** Attendance & Behaviour Administrative Officer

**Reports to:** Attendance Manager/Leads for Behaviour & Attendance

**Contract Type:** Permanent, full time, term time+1 week INSETS

**Hours:** 37 hours per week  
(8.15 am to 4.15 pm Monday to Friday)

**Grade:** Grade 5 (points 6-11), pro rata

**Pro rata salary. This is the salary you will be paid (pay award pending):** £22,553 – £24,421

**Start Date:** 1<sup>st</sup> September 2026

**Closing Date for applications:** Thursday 25<sup>th</sup> June 2026 8.00 am

**Interview Date:** Tuesday 30<sup>th</sup> June 2026

# Our school: Personal Development

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The five key skills and values that we promote through LORIC are those that employers, colleges and universities consider to be most desirable:

- **Leadership**
- **Organisation**
- **Resilience**
- **Initiative**
- **Communication**

Students develop their LORIC skills through our 'Character and Culture and Personal Development' programme. This begins in Y7 and continues through to Y11, with students participating in a range of activities and experiences. These activities are promoted and undertaken in personal development time, curriculum lessons, character and culture days and enrichment opportunities. We believe that the programme enhances the development of the whole child, preparing them for life beyond Up Holland High School. Our drive to offer a holistic educational experience is at the core of the school's philosophy, recognising the importance of both academic rigour and challenge, alongside opportunities for personal development and cultural capital.

If appointed, you can expect full-support and continuing professional development, as we promote a model of leadership at all levels and a bespoke and tailored professional development programme. We offer a professionally stimulating working environment where teachers have the opportunity to progress and most critically, to positively impact the lives of our students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers. *Please note that in line with Keeping Children Safe in Education an online search will be carried out as part of our due diligence on shortlisted candidates.*



## The Trust

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# EVERYONE MATTERS SCHOOLS TRUST

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We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of our schools.

Our vision is to improve every person's life and their opportunities. As a member of staff you will be key to our success so we work hard to be a great place to work. Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos:

**Everyone Matters:** we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

**Everyone Helps:** we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

**Everyone Succeeds:** we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.

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## Job description

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### Scope of Work – appropriate for this post:

Working as the Attendance & Behaviour Administrative Officer, as part of the Attendance Team at Up Holland High School.

- Maintain, update and extract information from systems and databases and provide general administrative/clerical/support for the school.
- Producing management information and/or the provision of general advice and guidance to students, parents and staff or call for the use of higher level text processing/spreadsheet/IT skills that involves the use of a range of software packages.

### Accountabilities/Responsibilities:

To promote and support high levels of attendance working under the supervision of the Attendance Manager, carry out all duties allocated in an effective and timely manner.

1. Assist in monitoring/maintaining and updating manual and computerised records including, registers and SIMS/Synergy System.
2. To produce regular management information, including attendance data and assist in the production of reports for the senior leadership team.
3. Act as first point of contact regarding student absences.
4. Responsible for pursuing student absence with parents including recording and monitoring of absence and production of reports.
5. Responsible for initiation of appropriate legal action, including issuing of penalty notices LI2.
6. To produce Local Authority Children Missing in Education Forms (CME1).
7. Responsible for liaising with appropriate staff regarding student removal from roll.
8. Attend appropriate meetings as necessary.
9. May be asked to assist in carrying out home visits, will need to have business insurance.
10. To help in monitoring first aid/medical room and provide first aid/medical assistance.
11. To assist on monitoring/maintaining and updating computerised records on behaviour management (Synergy) system including sending messages out to parents.
12. To lead in production of regular management information, including behaviour data and assist in the production of reports for the senior leadership team.
13. Be responsible for the production of behaviour notifications to the pastoral team from the behaviour system.

### General

1. Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.

2. To work within school policies and procedures.
3. To contribute to the provision of an effective environment for learning.
4. To support the promotion of positive relationships with parents and outside agencies.
5. To attend skill training and participate in personal/performance development as required.
6. To take care for their own and other people's health and safety.
7. To be aware of the confidential nature of issues.
8. You must possess excellent interpersonal and communication skills; common sense and the ability to work smoothly and harmoniously with other members of staff.
9. You must be of smart appearance, be efficient, energetic and proactive.
10. You should be willing to cover for staff absence (including, on occasions, assist in providing cover in other Administrative areas).
11. You should be in possession of a First Aid qualification or show a willingness to be First Aid trained.
12. The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.
13. This position is school based.

Note: This job description may be amended to meet the future needs of the school.

#### **Indicative knowledge, skills and experience**

Experience of the following would be an advantage:

- Understanding of the nature of working within a school.
- Understanding of attendance regulations.
- Experience and working knowledge of SIMS.Net.
- You must be IT competent including use of Excel.

## Person specification

<b>Post title:</b> Attendance & Behaviour Admin Officer		<b>Grade:</b> 5
<b>Establishment:</b> Up Holland High School		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), task (T), or other (give details)</b>
<b>Qualifications</b> GCSE Maths and English at Grade C or above NVQ level 3 in business administration (or equivalent) First Aid at Work Certificate	E D D	AF,I AF,I AF,I
<b>Experience</b>  Experience of working in a school environment Experience of using SIMS packages Experience of customer service skills	  E E D	  AF/I/ AF/I/T AF/I
<b>Knowledge, skills and abilities</b>  Excellent skills using Microsoft Office Excellent personal & communication skills High level of numerical & literacy skills High level of ICT skills Proven ability to work as a part of a team Excellent skills using SIMS/database systems An ability to work under pressure and meet deadlines An ability to plan, prioritise and implement tasks within a set timescale To act in a courteous and polite manner when dealing with students, staff, parents and outside agencies To work efficiently, take initiative and be adaptable to new changes The ability to maintain confidentiality.	  E E E E E E E E E E E E E	  AF,I, T I AF,I, T AF,I, T AF,I AF,I, T AF,I AF,I, T AF,I AF,I AF,I I

<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Flexibility to change working days to meet the needs of the school.	E	I
5. Enthusiastic and positive work ethic.	E	I
6. Welcoming, kind and caring.	E	I
7. Ability to interact well with children.	E	I
8. Hard working, showing loyalty to the school.	E	I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

## How to apply

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Support staff application forms and further details of the post are available to download from the school website: <https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms should be emailed to [j.harrison@uphollandhigh.org.uk](mailto:j.harrison@uphollandhigh.org.uk) marked for the attention of Mr P Scarborough, Headteacher.

Closing Date: Thursday 25<sup>th</sup> June 2026 8.00 am

Interview Date: Tuesday 30<sup>th</sup> June 2026

Start Date: 1<sup>st</sup> September 2026

## Guidance

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**Applicant Privacy Notices can be found on our website using the following link.**

<https://www.uhhs.uk/ckfinder/userfiles/files/Vacancies/PrivacyNoticeforJobApplicants2025PDF.pdf>