

Attendance Clerk

Laurence Jackson School

Candidate Information Pack

Closing Date: 9.00am, Monday 30 June 2025



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Headteacher

Dear Applicant,

We are seeking to appoint a committed Attendance Clerk to join our team. This is an exciting opportunity to join our school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

We have a strong and committed staff team and are very invested in developing our staff and providing excellent opportunities for progression and development and offer a number of opportunities for progression both in the school and wider trust

Kind regards



Catherine Jukes
Headteacher



Attendance Clerk

Job Title: Attendance Clerk

Location: Laurence Jackson School (Guisborough)

Start Date: September 2025

Actual Salary: £17,096 to £17,763

Hours of Work: 30 hours per week, term time plus 2 days (8.00am – 2.30pm, Monday to Friday)

Contract Type: Permanent

Closing Date: 9.00am, Monday 30 June 2025

Interviews: W/C Monday 7 July 2025

About the Role

We are seeking to appoint an Attendance Clerk who will work to promote excellent attendance in years 7 – 11 and assist in the reduction of levels of absence. The role will involve working with children and families to promote high levels of attendance and ensuring that attendance registers are accurate.

About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

How to Apply

Please make sure that the completed application form is returned via email to vacancies@laurencejackson.org addressed to Mrs C Jukes, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

Post Title:	Attendance Clerk
Reporting to:	Strategic Lead for Attendance
Responsible for:	Ensuring high levels of attendance and register accuracy
Liaising with:	Assistant Headteachers and Associates, Subject Leaders, Pastoral Leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents and governors.
Scale:	Scale E, SCP 5-6

MAIN (CORE) DUTIES	
Main Purpose	<ul style="list-style-type: none"> The postholder will work alongside the Strategic Lead for Attendance to promote excellent attendance in years 7-11 and assist in the reduction of levels of absence and work with children and families to promote high levels of attendance.
Main Duties	<p>Organisation</p> <ul style="list-style-type: none"> To work in conjunction with the Strategic Lead for Attendance to regularly review attendance at all key stages. To work with identified individual and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance. To collate information with regards to the attendance of students who may be experiencing attendance difficulties in order to inform school, education welfare and parents/carers. To produce reports in connection with attendance, as required. To train and develop staff in the use of the attendance procedures and processes. <p>Administration</p> <ul style="list-style-type: none"> Assist with any clerical duties in the main office as appropriate and necessary. Deal with students who feel unwell and notifying parents if necessary. Provide administrative and organisational support to staff. Undertake typing and word-processing and complex IT based tasks. Cover for absent colleagues as necessary. <p>Attendance</p> <ul style="list-style-type: none"> To ensure all registers are completed and no missing marks or unexplained absences remain on a daily basis. To follow School Policy of "first day contact" within the school for students in years 7 – 13. To check and remind any necessary staff to complete registers – undertaking training where necessary. To ensure all unexplained absences are accounted for or correspondence requesting an explanation. To check accuracy and correct coding on registers in preparation of the school census data. Maintain accurate data and system for students signing in and out of school and also late student's information. To produce data and reports on a weekly and ½ termly basis for each year group using IT systems.

	<ul style="list-style-type: none"> • Manage the student absence forms in accordance with the attendance policy, ensuring accurate information is detailed prior to forwarding to the HT for approval. • Liaise with Pastoral Leadership on attendance issues and work alongside other senior staff and the Strategi Lead for Attendance to exchange information and determine appropriate levels of intervention including penalty notices. • To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where necessary. • To manage and maintain the Progress Student Data and information ensuring its accuracy and that all data protection regulations are adhered to, including administration associated with new starters and leavers. (including new year 6 students) • To keep up to date with any changes in attendance monitoring regulations and implement these within the school. • To undertake any administration, work necessary to fulfil the role. <p>Resources</p> <ul style="list-style-type: none"> • Operate relevant equipment complex ICT packages. • Provide advice and guidance for staff, students and others. • To keep up to date with any changes in attendance monitoring regulations and implement these with the school. • To undertake any administration, work necessary to fulfil the role.
Responsibilities	<p>Responsibilities</p> <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person. • Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies. • Be aware of and support difference and ensure Equal Opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Establish constructive relationships and communicate with other agencies/professionals. • Attend and participate in regular meetings. • Participate in training and other learning activities and performance development as required. • Recognise own strengths and areas of expertise and use these to advise and support others. • Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times. • Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example. • To continue personal development as agreed. • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCD not mentioned in the above. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 	

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

Person Specification

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Criteria	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> GCSEs C or above or equivalent in Maths and English ICT competence 	<ul style="list-style-type: none"> NVQ 3 or equivalent qualification in relevant discipline, e.g., Business Administration Level 3 OR appropriate experience First aid trained
Experience	<ul style="list-style-type: none"> Experience of development, management and operation of administrative systems 	<ul style="list-style-type: none"> Experience of working in a school environment
Knowledge & Skills	<ul style="list-style-type: none"> Good numeracy/literacy skills Effective use of ICT and other specialist equipment/resources Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to relate well to children and adults Very good communication skills Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	<ul style="list-style-type: none"> Knowledge of and ability to complete statistical returns Analytical and problem-solving skills
Personal Attributes	<ul style="list-style-type: none"> Friendly and approachable manner Self-motivated Flexibility Professional approach A commitment to working as part of the whole school team and supporting the vision and aims of the school Friendly & approachable 	

How to Apply

Application forms and further details are available on the Trust's website –

sparkeducationtrust.org.uk

Please return your completed application form to vacancies@laurencejackson.org addressed to Mrs C Jukes, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 9.00am, Monday 30 June 2025

Interviews to be held: W/C Monday 7 July 2025

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.