

Attendance Improvement Manager (Secondary School)

**Full time, Term time only plus 2 weeks and 5 teacher training
days**

37 hours per week

Salary: Band P: Points 34-36 (FTE: £46,579 - £48,738)

(37 hours: £42,163 – £44,117 pro rata)

Job Purpose

The Attendance Improvement Manager will lead the operational delivery of attendance across Nicholas Chamberlaine School, ensuring that robust systems, processes and interventions are in place to improve attendance and punctuality and reduce persistent and severe absence.

This is a key management role within the school. The postholder will lead and manage the Attendance Team and work closely with the Deputy Headteacher responsible for Attendance, pastoral leaders, safeguarding, SEND, pupils, families and external agencies.

The successful candidate will be an experienced attendance professional with the knowledge, confidence and leadership skills to take ownership of the school's day-to-day attendance operation. They will ensure that agreed actions happen consistently and on time, staff understand and fulfil their responsibilities and senior leaders have accurate and timely information about attendance.

Key Responsibilities

Leadership and Management

- Lead, manage and coordinate the work of the school's Attendance Team, including the Attendance Officers.
- Set clear expectations, priorities and workflows for the team and monitor their delivery.
- Provide day-to-day supervision, support and direction to Attendance Officers.
- Quality assure the work of the Attendance Team, including case records, communications with families, attendance letters, interventions and escalation.
- Ensure essential daily attendance and safeguarding processes are completed accurately and within agreed timescales.
- Provide appropriate training, guidance and development for members of the Attendance Team.
- Work closely with the Deputy Headteacher responsible for Attendance to implement the school's whole-school attendance strategy.

- Support a strong whole-school culture in which excellent attendance is everyone's responsibility.

Attendance Systems and Processes

- Ensure robust daily attendance procedures are in place and consistently followed.
- Oversee first-day absence processes and ensure unexplained absence is followed up promptly.
- Monitor the completion and accuracy of registers and ensure missing marks or coding issues are addressed.
- Maintain oversight of attendance coding and ensure statutory attendance codes are applied correctly and consistently.
- Ensure attendance information and agreed actions are accurately recorded on the school's systems.
- Ensure attendance processes are clear, efficient, consistently applied and appropriately documented.
- Work with relevant colleagues to ensure attendance, safeguarding, SEND and pastoral information is considered together where appropriate.
- Regularly review the effectiveness of attendance systems and recommend improvements to the Deputy Headteacher.

Attendance Monitoring and Intervention

- Monitor whole-school attendance and identify pupils and groups requiring additional support or intervention.
- Maintain close oversight of pupils who are **persistently absent and severely absent**, ensuring appropriate plans, intervention and review are in place.
- Monitor the attendance of key groups, including disadvantaged pupils and pupils with SEND.
- Identify emerging patterns of absence and punctuality and ensure early action is taken.
- Coordinate and, where appropriate, lead attendance meetings with pupils and parents/carers.
- Ensure attendance support plans and interventions are implemented, monitored and reviewed.
- Coordinate and oversee home visits where appropriate and ensure these are undertaken in accordance with school procedures.
- Work directly with pupils and families to identify and address barriers to attendance.
- Work closely with pastoral, safeguarding, SEND and inclusion colleagues where barriers to attendance are complex.
- Liaise effectively with the Local Authority and other external agencies and professionals.
- Ensure cases are escalated appropriately where support and intervention have not secured sufficient improvement.

Letters, Communication and Formal Processes

- Take operational responsibility for the school's attendance communication and escalation processes.
- Ensure attendance letters, meeting invitations and other formal communications are generated accurately and issued at the appropriate thresholds and within agreed timescales.
- Maintain a clear central record of attendance letters, meetings, interventions and escalation.
- Monitor pupils approaching attendance thresholds so that action is proactive and timely.
- Ensure communication with parents and carers is clear, professional and consistent.
- Support and advise colleagues when communicating with families regarding attendance concerns.

- Coordinate formal attendance processes and work with the Local Authority where statutory intervention is required.

Data, Analysis and Reporting

- Use **Arbor** and other attendance systems effectively to monitor and analyse attendance.
- Produce accurate weekly attendance information for the Deputy Headteacher responsible for Attendance.
- Maintain clear oversight of whole-school attendance, persistent absence, severe absence, punctuality and identified pupil groups.
- Identify trends, patterns and emerging concerns and recommend appropriate actions.
- Monitor the impact of attendance interventions and identify where approaches need to be strengthened or changed.
- Produce attendance reports and information for senior leaders, governors, the Trust, Local Authority and DfE as required.
- Ensure attendance data is accurate and that discrepancies are investigated and resolved promptly.
- Maintain appropriate tracking of individual attendance cases and agreed actions.
- Ensure the Deputy Headteacher is promptly alerted to significant attendance concerns or cases requiring senior leadership intervention.

The local comparator similarly expects its manager to monitor PA, disadvantaged and SEND pupils, lead interventions and provide weekly attendance information to senior leaders. Attendance Improvement Manager ...

Whole-School Practice and Training

- Provide training, guidance and support to tutors, Heads of Year, Year Leaders and other colleagues regarding their attendance responsibilities.
- Ensure staff understand expectations regarding registers, attendance codes, punctuality, follow-up and escalation.
- Monitor compliance with agreed attendance procedures and raise concerns where these are not being followed.
- Support pastoral leaders in improving attendance within their year groups.
- Promote the importance of excellent attendance and punctuality with pupils, families and staff.
- Contribute to assemblies, parent communications and attendance initiatives as appropriate.
- Keep up to date with statutory attendance guidance and ensure changes are reflected in school procedures and staff training.

Person Specification

Essential

The successful candidate will have:

- Substantial and successful experience of working within **school attendance** or a closely related education attendance role.

- Strong working knowledge of current statutory attendance guidance, attendance regulations and attendance coding.
- Experience of managing complex attendance cases, including persistent and/or severe absence.
- Experience of leading, supervising or coordinating the work of others within an attendance, pastoral or comparable school-based team.
- Experience of developing and implementing attendance interventions and evaluating their impact.
- Experience of working directly with pupils and families to address barriers to attendance.
- Experience of analysing attendance data and using it to identify priorities and inform action.
- Experience of working effectively with external professionals and agencies.
- Strong IT skills and experience of using a school management information system.

Our Ethos We are committed to raising aspirations, broadening horizons, and ensuring every student acquires the skills, knowledge, and confidence for adult life. You'll be joining a school where staff are valued and supported to achieve their best.

If you are passionate about making a difference to young people's lives and want to be part of a supportive, forward-thinking team, we would love to hear from you.

To apply for this post, please forward a letter of application which should be no longer than 2 sides of A4, stating the reasons why you would like to be considered for the role and detailing your skills and abilities together with your CV and a completed Griffin Schools Trust application form.

Further details are available from Helen Yeomans on 02476 312308 or by email h.yeomans@nicholaschamberlaine.co.uk

Closing date for this application is Friday 6 November 2026. Early applications are encouraged as we reserve the right to interview before the closing date.