

Dear Applicant

Thank you for your interest in the position of Attendance Lead at Abraham Moss Community School, Crescent Road, Crumpsall, Manchester, M8 5UF.

Salary: Grade 6, Point 21 to 25 (currently £32,115 to £35,235 pro rata)
Full-time, TTO including 5 INSET days, 35 hours per week
Effective: As soon as possible

What benefits are offered at The Dean Trust?

- 26/31 days annual leave entitlement (dependent upon length of service)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to an Employee Assistance Programme (free of charge)
- Cycle to work scheme
- Annual flu jabs (free of charge)
- Access to family friendly policies

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [The Dean Trust](#)

Method of Application

The preferred method of application is electronically via our career's website [The Dean Trust Careers](#). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of 9.00 a.m. on Wednesday, 23 April 2025 will not be considered.

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

If you have any questions, please contact us on Noeline Taker by emailing on noelinetaker@abrahammoss.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

Job title	Attendance Lead
Reporting to	Secondary Head and Secondary Deputy (Attendance Officer)
Main purpose of job	<p>The Attendance Lead will be part of an all through admission and attendance team and work alongside the Senior Leadership Team and Pupil Support Team to promote excellent attendance, reduce levels of absence and work with children and families to ensure high levels of attendance and punctuality. The role will be based in the Secondary Phase.</p> <p>The post holder will have responsibility for ensuring the school fulfils its legal responsibility including preparing and submitting legal documentation and penalty notices.</p>
Key responsibilities:	
<ul style="list-style-type: none">• Ensure all registers are completed and no missing marks or unexplained absences remain• Follow the school policy for 'first day contact'• Follow up with staff and parents any unexplained absences• Maintain an accurate system for students signing in / out• Follow procedure for pupils arriving late• Produce and report on absence statistics and trends liaising with senior staff to ensure attendance and punctuality is managed effectively• Monitor the attendance of vulnerable groups and liaise with appropriate staff• Organise incentive programmes with key groups and manage the incentive budget• Identify, support and monitor pupils who require support in improving their attendance and punctuality• Ensure that absence reporting via the school CENSUS is accurate• Ensure parents/carers are aware of their legal responsibilities to make sure that their children receive an education up to the age of participation.• Ensure the schools systems and process adhere to the DfE statutory guidance and departmental advice and that any changes to this guidance is acted upon within the necessary timeframe• Take action through the magistrates' court if necessary• Help, when requested, families get benefits, such as school meals, transport and clothing• Referrals to other agencies and professionals, such as social services and educational psychologists• Make home visits or arrange meetings with pupils and parents in school to provide on-going support• Encourage parents to build good relationships with the school• Carry out administration tasks, such as writing case notes, writing to parents and preparing court reports• Work alongside relevant staff to exchange information and determine appropriate levels of intervention• Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff• Be part of the all through Safeguarding Team• To work across both phases supporting the primary phase when requested• To work as part of an all through attendance and admission team	

- Lead the attendance strategy for pupils who attend or are at risk of alternative provision eg Pupil Referral Unit and managed moves.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the school/academy and beyond
- Represent the school/academy at events as appropriate
- Support and promote the school/academy ethos
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post
- Undertake any other reasonable duties at the request of Headteacher and Senior Leadership Teams

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• A good level of general education• GCSE Mathematics & English Language 9 - 4• Ability to undertake further training and development as required
Experience	Essential <ul style="list-style-type: none">• General administration experience• Working in a school setting
Knowledge	Essential <ul style="list-style-type: none">• Good understanding of SIMS or Bromcom modules, Attendance Management, Behaviour Management and Timetables• Knowledge of computer information systems, e.g. mail merge, database and client tracking• Knowledge of the legal responsibilities placed upon schools to manage attendance• Knowledge of internal and external lines of referral linked to attendance and punctuality
Skills and abilities	Essential <ul style="list-style-type: none">• A full UK driving licence and own transport• Willingness and ability to work co-operatively as part of a team• Ability and willingness to use own initiative• Flexibility and ability to cope with a wide range of tasks in a busy and changing environment• Ability to analyse data and produce reports• Good IT skills including word processing, spreadsheet, database management• Strong written and spoken communication skills, face to face telephone and email• Excellent organisational and administrative skills• Ability to prioritise workload• Ability to handle confidential issues and materials sensitively and appropriately• Ability to work to deadlines with excellent attention to detail and accuracy levels