



Barnwood Park



**BARNWOOD
PARK SCHOOL**

RECRUITMENT PACK



Proud to be part of the

**GREENSHAW
LEARNING TRUST**

Barnwood Park School
St Lawrence Road,
Barnwood
Gloucester
GL4 3QU

Telephone: 01452 530389

Email: admin@barnwoodpark.co.uk



Dear candidate

Thank you for your interest in the role of Attendance Manager at Barnwood Park School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Barnwood Park is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Miranda Hird:

MHird@barnwoodpark.co.uk We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Stephen Derry, Headteacher

ABOUT OUR SCHOOL

Barnwood Park is an 11–16 school situated in the heart of Gloucester. Since June 2024, we have been on an ambitious journey of rapid improvement, supported by the expertise and guidance of the Greenshaw Learning Trust. Officially joining the Trust on January 1, 2025, we are seeking passionate individuals to help us continue transforming Barnwood Park into one of the highest-performing schools in the country.

At Barnwood Park, we believe there is no limit to what students can achieve under the right conditions. Our mission is to equip every child with the knowledge, skills, and confidence to access opportunities at the very best universities, apprenticeships, and professions. High standards are non-negotiable at Barnwood Park—whether in work ethic, behaviour, or uniform. Step into our school, and you'll find disruption-free classrooms, impeccable uniforms, polite and respectful students, and warm, energetic teachers.

We celebrate and reward effort and achievement, fostering a sense of pride in our students' work, themselves, and their school. Student voice is central to our ethos, empowering every individual to contribute to the vibrant life of the school and develop as responsible, confident members of the community.

Our dedicated staff are committed to inspiring and challenging students through high-quality teaching and learning. With a well-balanced curriculum that maximizes opportunities for success, we ensure every child, regardless of their starting point or background, can thrive.

At Barnwood Park, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Barnwood Park a better chance of success than if they attended any other school in the country.

Ambition, determination, respect and success run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Determination

We exhibit determination towards everything that we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Success

We support each other and our students to be successful. However, we also believe in the importance of the 'journey' to success, which helps build character and resilience.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, points 15 - 20, £30,024 - £32,597 per annum (£25,892.05 - £28,229.73 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

37 hours per week - Term-time only with inset days

Hours of work - Monday to Thursday 8.15am - 4.15pm and Friday 8.15am - 15.45pm (with a 40-minute unpaid lunch break), plus Inset Days

PLACE OF WORK

Barnwood Park School, St Lawrence Road, Barnwood, Gloucester, GL4 3QU.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Attendance Manager
Responsible to:	Assistant Headteacher
Responsible for:	n/a

ROLE OVERVIEW

The Attendance Manager plays an important part in the smooth and efficient running of the student's attendance, where you will monitor and track student attendance ensuring that registers are completed correctly. This is in addition to the improving of student's attendance and following all policies and procedures regarding attendance as instructed by the GLT Head of Attendance.

JOB PURPOSE:

- To work with colleagues, Trustees and parents/carers, in partnership, sustaining and improving the quality of attendance
- Handle difficult situations and issues with sensitivity, calmness ensuring you are always aware of the Safeguarding of students, data protection issues and the need for strict confidentiality at all times
- To ensure the school's attendance systems are rigorous, robust, easy to use and impactful
- Review, amend and set up every piece of work to streamline systems to ensure maximum efficiency
- To work closely with the Safeguarding, SENDCo and Senior Leadership Team ensuring that students don't fall through a gap
- To develop and maintain a culture of safety and vigilance in the school

MAIN DUTIES AND RESPONSIBILITIES

- Ensure the school systems for monitoring, tracking and following up on attendance concerns are rigorously implemented
- First contact for parents/carers when students are absent
- Part of the late to school protocol for students from 8.30am to 9.30am daily, recording any late students and updating registers
- Update registers from daily morning greeting and assemblies
- Record any late detentions set from Late arrivals
- Inform Lead Attendance Officer and Heads of year of any issues regarding daily attendance
- Contact parents/carers if students are absent and no contact has been made
- Check registers have been completed by teachers daily, chasing any missing registers

- Produce weekly morning greeting/assembly registers for Tutors
- Produce Fire Registers daily after all attendance has been recorded
- Report part time timetables to the LEA
- Maintain Attendance Trackers with weekly and accumulative attendance data
- Record requests for student holidays during term time, monitor unauthorised absences and carry out all administrative tasks of fixed penalty notices
- Advise, implement and practice Attendance policy
- To maintain an up-to date knowledge of local and national attendance related guidance
- During Fire Drills – ensure all students are accounted for
- To understand and promote the link between positive mental health, attendance and engagement in school
- To conduct meetings with external agencies, the Local Authority and Parents/Carers
- To complete home visits where required
- To complete and issue legal documentation around producing fines for absent and persistently absent students

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Hold at least 5 GCSE's or equivalent, which must include at least a Grade C/4 in Maths and English	x	
NVQ level 2 or Higher in Administration	x	
Previous administrative experience demonstrating strong organisational skills	x	
Evidence of personal commitment to CPD	x	
Attendance Officer experience of working in a school or similar establishment		x
Knowledge of National Educational Developments		x
Awareness of GDPR regulations		x
Skills and experience		
Proven successful experience working with or caring for children in any setting	x	
Commitment to ensuring a culture of vigilance within the school community	x	
An understanding of a 'no excuses' culture	x	
Experience of working with children who present with anxiety and other social, emotional and mental health difficulties	x	
An understanding of kindness and how high expectations and kindness are linked	x	
Experience of working with data tracking and data management systems	x	
An in depth understanding of the local community and its perceived challenges	x	
Have a willingness to extend skills through appropriate training	x	
Have good working ICT Knowledge	x	
Excellent attention to detail	x	
Personal attributes		
Ability to work quickly, methodically and accurately under pressure	x	
Commitment to improving the life chances of students	x	
Experience and knowledge of how to work with families experiencing difficulties and require additional support	x	

Ability to work on own initiative with minimum supervision and prioritise own workload and self-motivate	x	
Ability to relate well to students, be an effective role model and motivate students to achieve success	x	
To be able to form empathetic relationships with young people and be able to communicate their needs effectively to other professionals	x	
Experience of holding difficult conversations	x	
Commitment to high standards and expectations	x	
Have the personal ambition to take a lead role in an area of need within the department		x
Experience of using School's Information Management Systems		x
Experience of maintaining accurate files and records ensuring compliance with legislation		x
Understanding of Child Protection/Safeguarding		x
Ability to work effectively with students in a school-based setting		x
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Tuesday 12th May 2026. Applications received after this date will not be considered.

We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held Friday 15th May 2026. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on as soon as possible



GREENSHAW
LEARNING TRUST



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