



Job Description

Post Title	Attendance Manager (0.4)
Hours	15
Weeks	39
Salary	Scale 6 (31, 537 - £33,699 Pro Rata)
Line Manager	Deputy Headteacher (Ethos and Operations)

Core Purpose

To lead and manage the school's attendance strategy, ensuring that Highfields School maintains high levels of pupil attendance and punctuality. You will proactively identify barriers to attendance, manage a small team of attendance officers/administrators, and work collaboratively with families, pastoral leads, and external agencies to support student achievement.

This role will comprise the following duties:

- Inform attendance strategy working with DHT Ethos and Operations so that attendance OF ALL GROUPS routinely outstrips national as a minimum
- Alongside DHT set and monitor Attendance Baseline Improvement Expectations (ABIE) in line with government AI-powered targets.
- Manage the Attendance Team, in fortnightly meetings and weekly management focused on rigorous attendance practice and accountability.
- Analyse complex attendance data to identify trends, persistent absence (PA) risks, and "severely absent" students.
- Support with high-profile/complex cases of non-attendance, building strong, supportive, yet challenging relationships with "hard to reach" families.
- As required coordinate Attendance Support Meetings and multi-agency meetings to remove barriers to attendance.
- Assist with coordination of a strategic home-visit program, ensuring visits are well-planned, documented on My Concern, and impactful.
- Train and mentor attendance practitioners to work at the highest level, ensuring consistency in home-school communication and intervention.
- Identify and implement intervention strategies to address and continually improve attendance and punctuality for targeted student groups (esp. Disadvantaged [PP & SEND])
- Promote accurate manual and electronic recording of attendance/ lateness so that precise and exact data can inform intervention and thus drive improved attendance
- Monitor absence rates of targeted groups (esp. Disadvantaged [PP & SEND]) to inform that intervention is swift and effective
- Assure that attendance procedures/ national guidance in "Working Together to Keep Children Safe in Education" are followed at Highfields

- Initiate and follow through appropriate sanctions in liaison with the relevant colleagues and other professionals including fines and court action
- Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance and punctuality
- Identify and track vulnerable individuals and/or groups of students (including those on adjusted timetables) that require additional support so that their levels of attendance and punctuality improve

Person Specification

Qualifications		
GCSE English and Maths, grade A* - C or equivalent	E	Application form
Experience		
Of clerical work preferably in an educational background	D	Application form/Interview
Of working in a busy office environment	E	Application form/Interview
A range of software systems	D	Application form/Interview
Flexible approach to tasks undertaken	E	Interview
Compliance with organisational standards	E	Interview
Professional knowledge		
Knowledge and expertise of pastoral procedures	E	Application form/Interview
Awareness of confidentiality issues between home and school	E	Interview
Commitment to the safeguarding of students	E	Interview
Understanding of relevant policies and codes of practice	E	Application form
Professional skills and attributes		
Good and effective communication	E	Reference/Interview
Well-developed interpersonal skills to be able to relate well to a wide range of people	E	Interview
Confidentiality, tact and sensitivity	E	Application form/Interview
Ability to prioritise workload	E	Interview
Excellent organisational skills with the ability to use own initiative and work independently	E	Application form/Interview
Ability to work under pressure and to deadlines	E	Application form/Interview

E = Essential

D = Desirable