

Attendance Manager

Candidate Information Pack

Closing Date: 9.00am, Tuesday 10th March 2026



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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 recently 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,

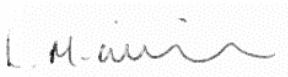
We are seeking to appoint a committed Attendance Manager to join our team. This is an exciting opportunity to join our school.

This is an exciting time to join our small school within a dynamic and supportive MAT as it works collaboratively alongside the primary and secondary schools within the Spark Education Trust, striving to provide a world class education through seamless transition from Primary to Secondary and post-16 education.

Huntcliff School is a 'Good' school, and was recognised by Ofsted in June 2023 as having an ambitious curriculum for all, alongside excellent pastoral care. We share a site and some facilities with Saltburn Primary School, serving the community of Saltburn and the surrounding areas. We have established a culture of mutual respect within our inclusive learning environment, and we strive to inspire excellence; in terms of academic achievement, personal development, and the individual talents of every student. We deliver an ambitious curriculum and have high expectations for all, irrespective of their starting point.

Our school ethos centres around 'Be Ready, Be Respectful, Be Responsible - Inspiring Excellence' which is underpinned by our core values of respect, resilience, responsibility, honesty and kindness. We are looking for an inspirational team member who embraces our school values, is looking for a new challenge and wants to drive continued improvements in our school.

Kind regards



Lynsey Wilkinson
Headteacher



Attendance Manager

Job Title: Attendance Manager

Location: Huntcliff School (Saltburn-by-the-Sea)

Start Date: As soon as possible

Actual Salary: £27,269 - £29,315 (Grade I SCP 19- 22)(Pending Job Evaluation)

Hours of Work: 37 hours per week, term time plus 2 days

Contract Type: Permanent

Closing Date: 9.00am, Tuesday 10th March 2026

Interviews: Friday 13th March 2026

About the Role

We are seeking to appoint an experienced and committed Attendance Manager who will embrace an inclusive attitude to education, is looking for a new challenge and wants to be part of driving continued improvements in our school.

The successful candidate must have:

- A calm, understanding and friendly personality.
- The ability to manage attendance and support students and their families
- A professional, nurturing and resilient approach.
- The willingness to work flexibly and constructively as part of a team, providing day to day support to the children and assisting with student behaviour as and if required in a supportive manner.
- The ability to establish good relationships with students, acting as a role model and responding to individual needs.

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](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to fdobson@huntcliff.co.uk addressed to Miss L Wilkinson, 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.

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

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.

Huntcliff School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

Post Title:	Attendance Manager
Purpose:	<ul style="list-style-type: none"> To work with parents/carers and students to develop positive strategies to ensure regular attendance to school To work in partnership with the Local Authority and other external agencies to improve attendance and reduce rates of persistent and severe absence across the school. To drive attendance improvement across the whole school through means of positive recognition and statutory frameworks. To work as part of the safeguarding team to help protect children with added vulnerabilities.
Responsible for:	The implementation of the schools' attendance processes to support the improvement of attendance across the school.
Liaising with:	Assistant Headteacher, Attendance and Wellbeing
Working Time:	Monday-Friday, 37 hours per week - Term Time only plus 2 days
Salary/Grade:	Grade I SCP 19- 22 (Pending Job Evaluation)
Main (core) duties	<ul style="list-style-type: none"> To work in partnership with identified families to reduce persistent absence and offer advice to address other associated issues. Hold a case load of the most concerning students in relation to attendance, managing on school Attendance Case Conferences. To support the school's culture of vigilance and safeguard students through joint working with other agencies. Undertake home visits as part of ongoing work to support parents/carers in working together to support students to attend school well. Identify those cases that should be referred to the Local Authority for court proceedings or Penalty Notices, finalise evidence as required and act as a witness in the Magistrates Court as required. Understand, follow and implement procedures regarding child performance and child employment. Analyse attendance information and data to identify and work with students who have poor attendance or are at risk of developing poor attendance. Responsible for ensuring the School Policy of 'first day' contact is adhered to. To maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others. Monitor the attendance of vulnerable groups of students and liaise with staff/SEND department. Under the guidance of the Assistant Headteacher, Attendance and Wellbeing, work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance including providing attendance data to the Local authority to enable a School Attendance Order or prosecution to be made. To check accuracy and correct coding on registers in preparation of the school census data. Signpost students and families to other agencies who can offer appropriate support. Oversee the implementation of the Leave of Absence policy ensuring that it is consistently applied to all requests Support with procedures for monitoring and raising levels of punctuality, particularly for morning registration and through the administering of the attendance procedure including the first day calls.

	<ul style="list-style-type: none"> • By carrying out all of the above responsibilities, contribute to an overall reduction in the number of students who are persistently absent. • Establish and maintain relationships with individual pupils and groups, undertaking home visits as required. • Adopt the school's 'open door' policy, being available to listen, offer advice and either provide or signpost further support. • Liaise with outside agencies in order to support individual children and their families.
School ethos	<ul style="list-style-type: none"> • Play a full part in the life of the school community, upholding its values and setting a professional example at all times. • Actively promote all of the school's policies. • Comply with the school's health and safety policies and undertake risk assessments as appropriate.
Other Specific Duties:	<ul style="list-style-type: none"> • Undertake any administration work necessary to fulfil the role. • Work across other schools within the Trust as required. • Uphold and actively support the school's policies and procedures. • 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. • Attend pastoral meetings as required. • 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 and promote the elimination of behaviour and practices that could be discriminatory. • Develop constructive relationships and communicate with other agencies/professionals. • Share expertise and skills with others. • Participate in training and other learning activities and performance development as required. • Undertake any other duties which might reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms • To continue personal development as agreed. • To keep up to date with relevant training required for the role. • Staff will be expected to undertake any duty commensurate with the role. Staff are expected to show professionalism at all times. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
Safeguarding and Promoting the Welfare of Children and Young People	<ul style="list-style-type: none"> • To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers. • To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.
Equal Opportunities	<ul style="list-style-type: none"> • The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
QUALIFICATIONS AND TRAINING	Education to at least GCSE level in English and Maths (or equivalent) • ICT competence	<ul style="list-style-type: none"> Further Education Qualifications 	- A, I
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in school attendance Experience of working with statutory attendance processes Having worked with teenagers to support their pastoral care and help them achieve their potential Having worked as part of a team 	<ul style="list-style-type: none"> Problem solving/conflict resolution Able to present to range of audiences including adults and children 	- A, I
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Understanding of safeguarding and child protection Knowledge of exclusion processes and legislation The ability to build and develop positive relationships with students Understanding of the secondary attendance process Good oral and written communication skills The ability to plan, prioritise and organise Record keeping and administrative skills 	<ul style="list-style-type: none"> Knowledge of social care systems Understanding of behaviour management processes and systems 	- A, I
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Friendly & approachable Self-motivated and resilient A commitment to working as part of the whole school team and supporting the vision and aims of the school • Innovation, creativity and critical reflective thinking Committed to continual personal development Empathetic Ability to work under pressure Share high expectations of achievement and behaviour Full driving Licence and access to own vehicle 	<ul style="list-style-type: none"> Emotional intelligence The ability to inspire/motivate young people Communicate clearly to a range of audiences 	- I

How to Apply

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

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to fdobson@huntcliff.co.uk addressed to Miss L Wilkinson, 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, Tuesday 10th March 2026

Interviews to be held: Friday 13th March 2026

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.