



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

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JOB APPLICATION PACK ATTENDANCE MANAGER

Grade 6 (£27,269 - £31,067)



Fons Sapientiae - Fount of Wisdom

About Our School

Saint Bede's Catholic High School is a thriving Catholic secondary school dedicated to nurturing the academic, spiritual, and personal development of every child.

Guided by Gospel values and our ethos of 'Being a Bede', we foster a community of love, faith, learning, and service, where all are encouraged to grow in character and excellence.

Job Description

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| Salary: | Grade 6 (£27,269 - £31,067) |
| Contract Type: | Full-time, term-time only Monday to Thursday: 8am-4pm Friday: 8am-3.30pm |
| Reporting to: | Headteacher Senior Leadership Team |
| Start Date: | September 2025 |

Job Purpose:

To lead and manage the school's attendance systems and strategies, ensuring high levels of student attendance and punctuality across all year groups (Years 7–11). The Attendance Manager will work closely with pastoral teams, pupils, families, and external agencies to promote a culture of excellent attendance and intervene effectively where concerns arise.

Key Responsibilities:

Monitoring & Reporting

- Maintain and oversee accurate attendance records, using the school MIS and administrative systems (i.e. SIMS & School Synergy), including those pupils accessing off-site provision.
- Monitor the attendance of vulnerable pupils and implement timely interventions in accordance with school policy to ensure appropriate safeguarding, support and engagement.
- Produce and analyse attendance data by year group, tutor group, and individual student.
- Co-ordinate the preparation of regular attendance reports to Heads of Year and the Senior Leadership Team (SLT).
- Monitor persistent absenteeism and implement targeted interventions.
- Provide attendance practical support and guidance to new colleagues.
- Ensure that class registers are up to date and available for use during fire drills and emergency evacuations.

Intervention & Support

- Conduct absence calls and follow-up procedures.
- Conduct home visits as required to address attendance issues.
- Attend and co-ordinate Attendance related meetings as required.
- In consultation with Heads of Year, arrange and attend 'return to school' meetings with parents/carers, pupils, and external agencies to discuss concerns and agree on support plans.
- Develop links with families of those pupils who are transferring into the school to promote the school ethos of regular attendance.
- Coordinate and attend attendance meetings with parents/carers, pastoral staff and Governors as required.
- Work with the Attendance and Engagement Mentor (AEM) and other agencies to support pupils with complex attendance issues.
- Support the Early Help Offer process by liaising with parents and attending meetings related to attendance concerns.
- Support reintegration plans for pupils returning to school following periods of absence or suspension.
- Undertake supervisory duties as required by the duty rota, contributing to the maintenance of a positive, safe, and respectful school environment.

Communication & Engagement

- Liaise with key colleagues to ensure a joined-up approach to attendance (e.g. SENCO, Heads of Year, Form Tutors and SLT).
- Support the development of initiatives that foster positive parental engagement in school, aimed at improving pupil attendance

Job Description

Key Responsibilities (continued):

Administration

- Manage the daily registration process and ensure compliance with DfE and Ofsted requirements.
- Process leave of absence requests and maintain accurate records of authorised/unauthorised absences.
- To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform Heads of Years, Form Tutors and SLT.
- Monitoring and adjusting pupil timetables in conjunction with the pastoral team.
- Ensure all attendance-related documentation is maintained accurately and factually for use as evidence in legal interventions.
- Advise SLT on appropriate attendance interventions, ensuring alignment with Department for Education (DfE) guidance and school policy
- Work closely with SLT and the Local Authority to implement legal interventions related to attendance

Person Specification

Essential:

- Experience working in a secondary school or similar educational setting.
- Strong administrative and ICT skills, including use of SIMS/Synergy.
- Excellent literacy / numeracy skills.
- Excellent interpersonal and communication skills, especially with young people, families and colleagues.
- Ability to analyse data and implement effective strategies.
- Knowledge of safeguarding and child protection procedures.
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to work independently, methodically with good attention to detail.

Desirable:

- Experience of using school MIS systems.
- Experience working with external agencies..
- Understanding of DfE attendance guidance and legal frameworks.
- Experience of preparing attendance legal casework for solicitors presenting prosecution cases in court.

Safeguarding Commitment

- This school is committed to safeguarding and protecting the welfare of children and young people. All staff and volunteers must follow school policies and the staff code of conduct.

Personal and Professional Conduct

- Demonstrate integrity and uphold public trust by maintaining the highest standards of ethics and behaviour, both within and beyond the school environment.
- Show consistent professionalism by respecting and adhering to the school's ethos, policies, and practices, in alignment with the Staff Code of Conduct.

Attendance

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance and punctuality record/commitment to sustaining regular attendance at work.

Equal Opportunities

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

This job description is intended as a general guide to the duties and responsibilities of the role. The postholder is expected to demonstrate flexibility and may be required to work in other areas or undertake additional tasks appropriate to the grade, as directed by the Headteacher.

How To Apply

To apply please use the CES application form, and supporting recruitment documents, attached with this pack and available from the school website.

For your supporting statement, we ask that you complete this on the application form using Calibri/Arial font size 11, and no more than two pages in length.

Your supporting statement must demonstrate the way you meet the job criteria and person specification.

Completed CES Application Forms should be emailed to head@stbedeslytham.lancs.ch.uk or posted to:

MR P MARSDEN, THE HEADTEACHER,
SAINT BEDE'S CATHOLIC HIGH SCHOOL,
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE, FY8 4JL

Please note that the closing date for applications is Monday 30th June 2025 at 12 noon.

Candidates will be invited to interview by telephone and should ensure that a working contact number is included in their application.

The required start date is September 2025 (start date negotiable for successful candidate).

If you would like to visit our school before applying, please contact Mrs Kelly, School Operations Manager, on 01253 667 526 or by emailing skelly@stbedeslytham.lancs.sch.uk

