

Attendance Officer

Candidate Information Pack

Closing Date: 12.00pm, Monday 20th April 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 Head Teacher

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the post of Attendance Officer at Bader Primary School.

Bader Primary School is a two-form entry school situated in the heart of Thornaby-on-Tees, Stockton.

This is a fantastic opportunity to join a school within Spark Education Trust. We can offer you:

- Wonderful children with aspirations to achieve.
- Supportive parents who want to engage with school: who hold high aspirations for their children.
- An inclusive ethos where every member of the school community is valued.
- A school community in which relationships are positive, expectations are high, every single person is constantly learning.
- An environment in which you will see people smiling, staff working together, people who care for one another, and people who respect and trust one another.
- A school dedicated to the personal and professional development of all staff.

Our school encourages all pupils to be the best they can be and strive for success in all they do in their lives. Our values of 'Being Happy, Aiming High, Determination, Excellence and Respect' are promoted in everything we do where we aim to make learning exciting and enjoyable through an engaging, fun and relevant curriculum.

At Bader Primary School, we take our role to prepare our children for life in modern Britain very seriously and ensure that the fundamental British Values are introduced, discussed and lived, through the ethos and work of our school. This, along with being Gold accredited Rights Respecting School supports and prepares every child to make a positive contribution to our rapidly changing society.

If you possess the skills and dedication to contribute to our dynamic team, we look forward to hearing from you.

Best wishes

David Hodgson
Head Teacher

Attendance Officer

Job Title: Attendance Officer

Location: Bader Primary School (Thornaby)

Start Date: As soon as possible

Actual Salary: £17,244 to £18,519 (Grade H, SCP 14 to 17)

Hours of Work: 25 hours per week, term time plus 5 days (Monday to Friday)

Contract Type: Permanent

Closing Date: 12.00pm, Monday 20th April 2026

Interviews: w/c 27th April 2026

About the Role

The successful candidate will be supporting good attendance in school by working with key staff, young people and their families to remove the barriers that lead to poor attendance. The successful candidate will also be providing operational and administrative support with the implementation of attendance processes up to and including referrals for prosecution.

About Us

We are a recently 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 vacancies@sparkeducation.org.uk, addressed to Mr D Hodgson, Head Teacher.

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.

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 Offenders 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.

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

Job Description

Job Title	Attendance Officer
Reporting to	Senior Leaders
Grade	Grade H Point 14-17
Main Purpose	<ul style="list-style-type: none">• Supporting good attendance in school by working with key staff, young people and their families to remove the barriers that lead to poor attendance.• Providing operational and administrative support with the implementation of attendance processes up to and including referrals for prosecution.

Overall purpose of the post:

- To work across the school with identified individuals to support their attendance up to and including making referrals for prosecution
- To work with the Senior Leaders in partnership with the Local Authority and other external agencies to improve attendance and reduce rates of persistent and severe absence across school.
- To collate information for Senior Leaders regarding the attendance of students who are experiencing difficulties with maintaining good attendance habits and under the share with key staff.

Main Duties and Responsibilities:

- To work in partnership with families identified by Senior Leaders to reduce persistent absence and offer advice to address other associated issues.
- Working with Senior Leaders to jointly identify and hold a case load of most concerning students in relation to attendance, chairing and leading on Attendance Case Conferences and multi-agency/attendance meetings.
- To support the school's culture of vigilance and safeguard students through following school procedures and participating in 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.
- Working in partnership with Senior Leaders to assess need, plan interventions and implement effective actions to support students and their parents/carers to improve individual students' attendance.
- Prepare and maintain appropriate case notes and records.
- Convene and lead Attendance Case Conference Meetings in accordance with the school attendance policy and with the support of Senior Leaders, including inviting parent/carer to attend meetings as and when appropriate.
- As part of the attendance team, identify those cases that should be referred to the Local Authority for court proceedings or Penalty Notices, providing administrative support to prepare reports and appropriate 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.
- As part of the Attendance team, identify and follow school and Local Authority procedures regarding children going missing from education.
- To support the administration and processing of student Leave of Absence requests.
- Have due regard for personal health and safety in the course of their duties including risk assessing home visits

Additional Responsibilities

- Deal with immediate problems or emergencies according to school policies and procedures, referring issues to Senior Leaders as appropriate.
- Respect confidential issues linked to home/students/teacher/school work following the Trust's Data Protection and Freedom of Information Policy;

- Undertake Fire Marshall duties in the case of fire and/or emergency evacuation where applicable.
- To comply with the school's Child Safeguarding Procedures, including regular liaison with Designated Safeguarding Leads over any safeguarding issues or concerns.
- To comply with the school policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

SAFEGUARDING - Promoting the Welfare of Children and Young People

- 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.

Person Specification

Criteria	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • Education to at least GCSE level in English and Maths (or equivalent) • ICT competence 	<ul style="list-style-type: none"> • Further Education Qualifications
Experience	<ul style="list-style-type: none"> • Experience supporting school attendance in a school or LA context • Has worked as part of a team 	<ul style="list-style-type: none"> • Has worked as an AWO within the school environment • Proven record of working to improve attendance • Problem solving/conflict resolution skills • Able to present to range of audiences including adults and children
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to build and develop positive relationships with parents/carers and students • Good oral and written communication skills • Knowledge of effective approaches to mentoring and coaching • 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 safeguarding and child protection
Personal Attributes	<ul style="list-style-type: none"> • Friendly & approachable • Patience and sensitivity to children's needs • Self-motivated, resilient, has stamina • A commitment to working as part of the whole school team and supporting the vision and aims of the school • Innovative, creative and with critical reflective thinking • Committed to continual personal development • Empathetic • Ability to work under pressure 	<ul style="list-style-type: none"> • Emotional intelligence • Ability to inspire/motivate young people • An inclusive approach to education

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 vacancies@sparkeducation.org.uk, addressed to Mr D Hodgson, Head Teacher.

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.

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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.