



Position: Attendance Officer

Salary/Hours: Equivalent to NJC Scale 6 Points
18-22 currently £30,559 - £32,654
per annum pro rata
37 hours per week, term-time plus
15 days

Closing Date: 9am Thursday 19th June 2025
Early applications are encouraged

Interview Date: WB 23 June 2025
The Academy reserves the right to close the
process early for a successful early candidate



Dear Candidate

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with approximately 1500 students currently on roll. Bexhill is seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race!

Working at Bexhill Academy, whether as support staff, an ECT, an experienced teacher or a leader, there is an opportunity for you to work with some passionate, hardworking and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenge to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a Healthcare Scheme.

We are partnered with Mulberry Multi Academy Trust in London which has excellent CPD opportunities so we encourage and support progression. There is so much on offer for you at Bexhill Academy.

If you are passionate about your career and what you can offer to Bexhill Academy, we would love to hear from you.

We look forward to meeting you,



Dr Craig Neal
Headteacher

Job Advert

We are looking for individuals with a passion for supporting our students and encouraging them to find a desire to learn and be the best that can be.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

Pre-Application enquiries are encouraged. Please contact recruitment@bexhillacademy.org

Please see our website www.bexhillacademy.org under 'our academy' and then 'recruitment' for more details. Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy teacher application forms should be sent to recruitment@bexhillacademy.org Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

Post: Attendance Officer

Accountable to: Safeguarding and Attendance Manager

Salary: NJC scale 6 point 18-22

Principal Accountabilities:

- To advise/support Bexhill Academy to implement appropriate policies and procedures in relation to individual children and young people to ensure pupils school attendance as required by the current legislation and guidelines, including the preparation of daily/monthly/termly data.
- Maintain manual and computerised records/management information systems on safeguarding and child protection.
- To develop appropriate strategies in partnership with other agencies to maintain and/or improve levels of attendance to help ensure performance indicators and targets are met.
- To undertake early intervention work in the form of attendance panel meetings, initiate the “Fast Track” to prosecutions procedures with families as appropriate and track and monitor attendance thereafter.
- To provide support and advice to children/young people and their families by engaging them in the process of assessment to identify need using a range of assessment tools
- To ensure child/family records are maintained and stored appropriately on SIMS and other appropriate recording systems
- To engage children, young people and their families in the planning and implementation of appropriate preventative and early help programmes of work to ensure regular attendance and promote good behaviour therefore preventing exclusion, including welfare checks.
- To liaise closely with the School SENCO, The AEN Team and the Education Psychology Service concerning pupils with a SEN statement and attend reviews as appropriate.
- To work collaboratively with partner agencies to support children in need including reducing levels of exclusion through improvements in attendance and behaviour.

- To work collaboratively with BME groups/hard to reach groups and individuals to promote inclusivity and regular attendance.
- To work in partnership with other professionals, including Social Workers and Family Support Workers in order to safeguard children and provide information or attend planning meetings, core groups and child protection case conferences as required.
- To deliver training to school staff regarding attendance strategies as appropriate.
- To review school attendance data, and implementation of school policies and procedures relating to individual children and young people on a regular basis.
- To inform parents/carers of their rights and responsibilities in relation to regular school attendance, school admissions, exclusions and transfers to other schools.
- To support and implement pupil reintegration programmes as and when appropriate.
- To work within timescale in order ensure quality services delivered in a timely manner
- To identify the appropriate legal action to be pursued in relation to non-attendance and access to education and support East Sussex's responsibilities in the instigation of legal proceedings where there is evidence of persistent non-school attendance.
- To provide half termly reports to SLT regarding performance and outcomes determined by the agreed contract
- To contribute to and support own professional development.
- The post holder must carry out their duties with full regard to the Equal Opportunities and Health and Safety policies.
- To undertake any such duties that are reasonably commensurate with the level of this post.

- To require and ensure all information received and disseminated, whether verbal or written concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
- To act at all times with due regard to Health and Safety Policies and related Codes of Practice.

Staffing:

Staff Development: Recruitment / Deployment of Staff:

- 🕒 To take part in the academy's staff development programme
- 🕒 To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- 🕒 To maintain appropriate records and to provide relevant accurate and up-to- date information as appropriate for teaching colleagues/parents and carers and external agencies.
- 🕒 To be responsible for developing and maintaining personal development records

Communications:

- 🕒 To communicate effectively with colleagues, the parents of students as appropriate
- 🕒 Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- 🕒 To follow agreed policies for communications in the academy

Management of Resources:

- 🕒 To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- 🕒 To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- 🕒 To continue personal development as agreed

- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 academy 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.

The 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.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Education	The ability to write a good standard of literacy to include excellent report writing skills	
Qualifications	Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications	A relevant degree

Experience	<p>At least one year's related experience of work within a school attendance related service.</p> <p>Working with children, young people, parents and families preferably within an educational context.</p> <p>As a part of a team, as well as on your own initiative.</p> <p>Working with professionals from other agencies and in multi-agency context.</p> <p>Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.</p>	At least one year's related experience of work within a school attendance related service.
Knowledge	<p>School systems and an understanding of the issues affecting truancy and non-school attendance.</p> <p>Demonstrate an understanding of issues linked to confidentiality.</p> <p>Demonstrate an understanding of issues that may affect a student's ability to attend school.</p>	Demonstrate knowledge of attendance regulations.
Skills & Abilities	<p>Ability to communicate effectively both orally and in writing especially with students, parents, school staff, LEA, social workers and other professionals.</p> <p>Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.</p> <p>Ability to persuade and negotiate as well as good interpersonal / communication skills.</p> <p>Able to use own initiative and work alone when necessary.</p> <p>Ability to overcome communication barriers with children and students.</p> <p>Ability to listen effectively</p>	
Personal Qualities	<p>Ability to maintain accurate and up to date records.</p> <p>Ability to meet tight deadlines and plan and manage own time effectively.</p> <p>Demonstrate an ability to cope with stressful / conflict situations.</p>	

Commitment and other requirements

Flexible working hours where required

Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the

