



Co-op Academy  
Grange

# Attendance Officer

Application Pack

# Welcome

## Dear Potential Colleague

Thank you for showing interest in our academy and our Trust.

It is with great pleasure that I extend a warm welcome to all of you to Co-op Academy Grange.

As the Headteacher, I am delighted to lead this rapidly improving school and work alongside our dedicated staff to provide an exciting learning experience for our students.

At Co-op Academy Grange, we strive to create a nurturing and inclusive environment that supports academic achievement and personal development, all underpinned by the Co-operative Values. We believe in the power of education to transform lives and empower young people to reach their full potential. Our dedicated team of staff are committed to providing a high-quality education that equips our students with the knowledge, skills, and personal qualities necessary to succeed in an ever-changing world.

Schools must develop a child's academic knowledge as well as provide opportunities for personal development. Alongside a broad and balanced curriculum, we offer a range of extracurricular activities, sports, and clubs to enrich the educational experience of our students. These opportunities help develop their wider interests but also build important qualities such as teamwork, leadership, and resilience.

At Co-op Academy Grange, we value the partnership between parents, guardians and the local community and encourage open communication to ensure the success of our students. Together, we can create a support network that promotes their growth and wellbeing.

Co-op Academy Grange is an inspiring place to work and learn and as part of the Co-op Academies Trust, aims to secure excellence in all aspects of its work. It is one of twenty-nine schools in the Trust with all schools in the Trust demonstrating a strong commitment to cooperative values and principles. It is therefore vital that applicants are willing to fully embrace these, embedding them into the learning experiences for students and using them to drive up academic standards further. The Trust is a successful and highly collaborative partnership of schools committed to raising the educational ambitions of the communities which it serves.

For an informal chat about the role and the academy please email [recruitmentsg@coopacademies.co.uk](mailto:recruitmentsg@coopacademies.co.uk)

Best wishes,

Alex Jeffrey | [Headteacher](#)

# Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

**Self-help** - we support learners, parents, carers and staff to help themselves

**Self-responsibility** - we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

**Democracy** - we give our learners, parents, carers and staff a say in the way we run our schools

**Equality** - we believe that the voice of each individual should be heard

**Equity** - we run our schools in a way that is fair and unbiased

**Solidarity** - we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

**Openness** - we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

**Honesty** - we act in a professional and respectful manner in our dealings with everyone

**Social responsibility** - we maximise our impact on the people in our communities while minimising our footprint on the world

**Caring for others** - we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

## We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

## Joining Co-op Academies

[Co-op Staff Discounts](#) – plus season ticket scheme and rental deposit scheme

[Professional Development](#) – We are dedicated to developing all staff within their roles and creating exciting opportunities to progress in their career.

[Pension](#) – Every colleague has the chance to access the Teachers Pension Scheme or the Local Government Pension Scheme, West Yorkshire Pension Scheme

[Wellbeing Benefits](#) – Through our partnership with Health Assured, staff can access our Employee Assistance Programme, which is a 24/7 helpline to support through any of issues or problems

[Cycle to Work Scheme](#) – The Trust is registered as part of the scheme for staff to take advantage of through salary sacrifice tax relief scheme.

[Annual Flu Jab](#) – We offer these to staff annually and you're able to book appointments that suit you

[Free Eye Test](#) – The Trust offers a free eye test to all staff, and £49 towards the cost of glasses.

# The Selection Process

## How to Apply

If you wish to apply for the post of Attendance Officer, then you should:

- Complete the application form (Part A and Part B) and email to [recruitmentsg@coopacademies.co.uk](mailto:recruitmentsg@coopacademies.co.uk). Please ensure you provide two professional referees, with one being your most recent employer, including their email address.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification** and the unique contribution that you could make to the future success of our Trust.
- Applications are welcome from both internal and external candidates

Successful applicants will be required to undertake an Enhanced Criminal Records Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Closing Date	Thursday 7 <sup>th</sup> December at 9:00 am
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Recruitment Date	To be confirmed
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# Job Description & Spec

## Attendance Officer

Salary / grade range	Level 3 SCP 7 – 17 (£20,896 - £24,856) Term Time + 5 days
Location	Co-op Academy Grange
Reports to	Attendance Manager

### Purpose of role:

To support the overarching aim of improving student attendance by being a member of the Attendance Team providing a comprehensive administrative service within the team.

### Key accountabilities (and specific duties / responsibilities):

To be an effective member of the Attendance Team contributing to overall school improvement. General administrative and clerical duties as directed by the Attendance Manager- tasks including but not limited to:

- Input of accurate student data including attendance, unauthorised absence, punctuality, sickness related and truancy to ensure data is up to date
- Supply and evaluate attendance data to the deputy headteacher as requested
- Supply data to year leaders and pastoral managers around specific cohorts and issues identified
- Sign students in and out of the building
- Inputting register information accurately
- Report trends in data inputted to the line manager.
- Follow Trust and school policies around school attendance
- Challenge student attendance through effective working with parents directly on the telephone and in person
- undertake home visits for targeted students
- Responsible for tracking and monitoring of key cohorts of students
- Counsel and support students for whom attendance is a barrier to learning.
- Identify and report safeguarding concerns linked to attendance to the safeguarding team
- Deal with immediate concerns, problems or emergencies that may arise with a student's attendance using school and Trust policies

### General:

- Contribute to Campus life and the overall vision, values and guiding principles of the Campus
- Attend and participate in training events and participate in project teams
- Attend and participate in regular meetings
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns

- To carry out any other reasonable requests as and when required
- Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve. Job descriptions will be reviewed with postholders and updated periodically to reflect this.

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Educated to NVQ Level 2 or equivalent (or have significant experience) including GCSE English and Maths (9 - 4) equivalent</li> <li>• Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role.</li> </ul>	A Level or equivalent	A/I
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of administration and record keeping in an office environment.</li> <li>• Experience in using Google Docs, Google Sheets and Google Slides</li> </ul>	Experience of working in a school environment and experience of working with databases and spreadsheets. working knowledge of SIMS.	A/I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Ability to work with a variety of stakeholders including staff, pupils and parents/carers.</li> <li>• Excellent written and oral communication skills.</li> </ul>		A/I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• High levels of integrity honesty and credibility.</li> <li>• Highly motivated, confident, 'can do' problem-solver and self-starter.</li> </ul>		A/I

<ul style="list-style-type: none"> <li>• Team Player.</li> <li>• Resilience, flexibility and the ability to retain a sense of perspective.</li> </ul>		
<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• An understanding of and commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>		
<b>Equality</b> <ul style="list-style-type: none"> <li>• A personal and professional commitment to equal opportunities, diversity and promoting good race relations</li> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying the Trust's Equal Rights policies and practices.</li> </ul>		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships





# Co-op Academy Grange

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*Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.*

Co-op Academy Grange, Haycliffe Lane, Bradford, BD5 9ET

[www.grange.coopacademies.co.uk/](http://www.grange.coopacademies.co.uk/)

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