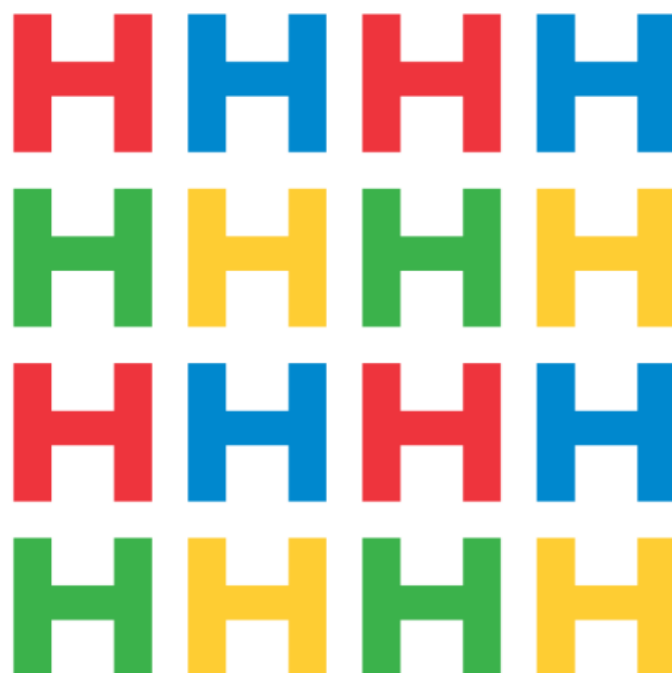


Briefing Pack for Applicants Attendance Officer



HANDSWORTH GRANGE
COMMUNITY SPORTS COLLEGE

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

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



Contents

Section 1: Post Advertisement.....	1
Section 2: Letter from the Chief Executive – Bev Matthews.....	3
Section 3: Letter from the Headteacher	4
Section 4: About Handsworth Grange Community Sports College	6
Section 5: Job Description.....	7
Section 6: Person Specification.....	11
Section 7: The Appointment Process.....	12

May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Attendance Officer
Location:	Handsworth Grange Community Sports College
Pay scale:	NJC Grade 5, point 15: £30,024 to 20: £32,597 gross per annum
Actual	
Annual Salary:	£25,824.68 to £28,037.80 (under 5 years' service)
Contract:	Permanent, full time – 37 hours per week, 39 weeks per year
Start date:	01 September 2026

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are looking for a skilled and enthusiastic Attendance Officer to work as part of the school attendance team. The post holder will undertake morning attendance duties as part of the attendance team in order to improve student attendance.

The successful candidate will:

- be self-motivated and have the ambition to develop with the support of the Trust Attendance and Belonging Officer.
- have the ability to work as part of a team and to work independently.
- have good interpersonal skills that ensure organisational communication is effective with students and families.
- utilise a range of systems to ensure accuracy of data and attendance records.
- have the ability and skill to motivate students to improve their attendance levels.
- have good communication and liaison skills and the ability to establish and maintain good personal working relationships with all members of the school community.
- be willing to work flexibly to meet the demands of the job.

Candidates are encouraged to have an informal discussion about the role with Rachel Parks Deputy Headteacher at rparks@handsworth-mlt.co.uk.

The closing date is at 9am on Friday 15 May 2026 and interviews will take place week commencing 18 May 2026.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack is available on the Trust website [All Vacancies - Minerva Learning Trust](#) . **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.*** Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each school. We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day. To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values: Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.

Suzy Mattock
Headteacher

Handsworth Grange Community Sports College's Cultural Fit


Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So.... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.
-

S Mattock
Headteacher

Section 4: About Handsworth Grange Community Sports College

OUR MISSION, VISION, VALUES

 HANDSWORTH GRANGE COMMUNITY SPORTS COLLEGE			
Our Mission: Exceptional education for every student, every day			
Our Vision: Our vision is focussed on learner outcomes, with an exceptional education we trust that every student will:			
<ul style="list-style-type: none">- have the resilience, independence, determination and tools required to tackle obstacles.- acknowledge and celebrate their successes and the successes of others.- have high expectations of themselves and endeavour to meet these every day. Be "Successful"	<ul style="list-style-type: none">- behave in a sensible and considerate manner.- move round school in a calm and safe way, ensuring everyone feels comfortable in school.- show respect to each other and feel valued and protected in school. Be "Safe"	<ul style="list-style-type: none">- communicate with one another showing tolerance and understanding to the views of others.- talk and engage with others in a kind and thoughtful way.- celebrate other cultures and traditions. Be "Sociable"	
Our Values: Our values underpin all the work that we do and the decisions that we make:			
Be "Brave"	Be "Kind"	Be "Present"	
We believe in:			
demanding high levels of progress and achievement from all students	care and support to break down the barriers to learning	improving our students' vocabulary comprehension and reading skills	a broad and balanced curriculum that challenges everyone

ABOUT US

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: Thank you for your interest in this role at our school.

Section 5: Job Description



Minerva Learning Trust Job Description



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

POST TITLE	Attendance Officer
GRADE/SALARY	NJC Grade 5, point 15 to 20
HOURS/WEEKS	37 hours per week, 39 working weeks
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	Rachel Parks Deputy Headteacher
PURPOSE OF THE JOB	<ul style="list-style-type: none"> • To work within the remit of the Trust Attendance Policy and procedure. • Undertake general attendance duties as directed to support the needs of the school and to improve student attendance. • Work alongside key school staff in the school and within the Trust to administrate and support the reduction in levels of absence, working with staff, students and families to promote high levels of attendance.
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of literacy and numeracy. • Experience of working with vulnerable and disaffected children within a multi-agency environment.

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

KEY RESPONSIBILITIES

- To work within the remit of the Trust attendance policy and procedures to improve levels of students attendance. To work with students and their parents/carers to re-engage students with education.
- Undertake general attendance duties as directed to support the needs of the school to improve student attendance and punctuality.
- Assisting with administrative arrangements for whole school events and activities as they relate to the role.
- Assist the Trust Education Welfare Officer in the furtherance of the attendance admin.

MAIN DUTIES

Attendance monitoring

- To work in conjunction with the schools attendance and achievement procedures and actively contribute to the reduction of absenteeism.
- To work with the Trust Educational Welfare Officer and Pastoral staff to identify individuals and groups, using regular attendance checks and contact with parents/carers and students to improve levels of attendance and punctuality.
- To conduct late gate duty and detention system to ensure students are prompt to school and ready for learning.
- To ensure the completion of all registers by all staff is prompt and accurate.
- To ensure missing marks and unexplained absences are immediately chased with staff and parents to ensure accurate, up-to-date attendance information and safeguarding responsibilities are adhered to.
- To ensure absence of students is tracked and associated all pastoral and attendance communication is forwarded to parent/carers.
- To ensure systems for students signing in and out of school is monitored and adhered to.
- To support the school system in relation to rewards and sanctions relating to attendance behaviour and achievement. To raise the profile of need for good attendance and punctuality within the school environment.
- To monitor the attendance of students and provide immediate response in the event of any absence, liaising with the Pastoral Team to ease the return to school with appropriate support and intervention.
- To work in close liaison with Trust Education Welfare Officer and assist with parental and agency liaison to support the improvement of student attendance.
- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of the Pastoral Team and to support the preparation of cases for further action.
- To identify risks to good school attendance and ensure effective measures are in place to reduce or eliminate risk.
- To provide guidance, support and advice to all staff regarding the attendance protocols and procedures for the school including statutory legislation.
- To alert the Pastoral Team to any concern/issues relating to student welfare identified whilst working with students and/or parent/carers.

- To lead attendance meetings alongside the Pastoral Team.
- To undertake attendance interviews in school with individual students, families and parents and carers as well as lead on group work.
- Apply a range of persistent and proactive approaches to engage with families with a range of needs who may be resistant to using services.
- Aid transition from primary to secondary and Post 16 where attendance is a concern.

Attendance reporting

- To ensure accurate recording and reporting of attendance data.
- Provide accurate attendance information to school management, Local Authority and other agencies as appropriate.
- Provide accurate attendance information to school management, Local authority, Department for Education, Public Health and other agencies as appropriate.
- To collate data in relation to the attendance students who may be experiencing attendance difficulties in order to inform school, Education welfare and parent/carers.
- To utilise, manipulate and transform data using appropriate computerised systems and software, in order to provide relevant information regarding the attendance of student cohorts at intervals as defined by the Trust policies and procedures.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.

3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Attendance Officer

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
GCSE/Level 2 qualification or equivalent in Maths/Numeracy and English/literacy.	AF
KNOWLEDGE AND EXPERIENCE	
A minimum of two years in a relevant discipline to the post.	AF/I
Experience of working in a secondary education environment.	AF/I
PROFESSIONAL DEVELOPMENT	
Willingness to actively participate in professional development.	AF/I
Evidence of a commitment to Professional Development.	AF/I
SKILLS	
Ability to work accurately and with attention to detail.	AF/I
Ability to work to deadlines and manage workload effectively.	AF/I
Ability to manage multiple tasks and manage time effectively.	AF/I
Ability to use a wide variety of ICT packages with specific skills and experience of using to include Microsoft Excel and SIMS.	AF/I
Administrative skills and ability to maximise use of available systems.	AF/I
QUALITIES AND ATTRIBUTES	
Ability to manage working hours flexibly to meet the demands of the role.	AF/I
High Expectations of self and others.	AF/I
Self-motivated and ability to effectively prioritise competing demands to meet strict deadlines associated with the post.	AF/I
Resilience to deal with the challenges faced in developing this area of work.	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed Activity AF = Application Form I = Interview R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Headteacher's PA akeeton@handsworth-mlt.co.uk

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to akeeton@handsworth-mlt.co.uk by the closing date.