

Attendance Officer

Location	King Egbert School (Sheffield)
Salary FTE	Grade 4 £24,790 to £25,183
Actual salary	£21,005 to £22,889 (with under five years' service)
Contract term	37 hours per week, 39 weeks, permanent
Responsible to	Headteacher
Start date	March 2025
Closing date	Midnight Sunday 26 January 2025

The school

King Egbert School is a highly successful school at the heart of Mercia Learning Trust. We pride ourselves on delivering an exceptional quality of education to learners from all backgrounds aged 11-18.

Our school is exceptionally strong - rated outstanding by Ofsted and has academic results that are consistently 'well above average'.

This is a truly comprehensive school, committed to providing outstanding education for all in a safe, happy and positive learning environment.

The role

We have an exciting opportunity for a talented and empathetic individual to join our pastoral team as an attendance officer. You will work with other members of the team, as well as with the senior leadership team, to construct and implement strategies to improve levels of pupil attendance, helping to re-engage pupils with education and providing support for families facing difficulties.

Maintaining accurate pupil attendance records, you will report on cases where attendance is an issue and work collaboratively with pupils, families, staff, and external agencies, to make improvements.

Responsibilities of the post include:

- being a first point of contact for absence calls into school and calls to families where a reason for absence has not been determined (first day calling)
- making home visits to assess reasons for absence
- challenging absence at all levels
- making referrals to relevant agencies where necessary
- identifying risks to future attendance through regular reporting and ensure effective measures are in place to mitigate those risks.

The candidate

Candidates must have the ability to engage and be empathetic whilst also being strong in character, and able to deal with challenging conversations on the phone and in person. An unflappable nature is key – the successful candidate will be able to forge successful relationships with pupils and families who may not wish to engage.

Candidates must be ambitious and strive to continually make improvements to already successful systems and processes. They must be team players – willing to listen to the views and ideas of others in the team, but also able to challenge where necessary.

If you are a dedicated and passionate professional with a desire to make a real difference to the lives and education of our pupils, then we want to hear from you.

Job description

Purpose

Improve levels of pupil attendance by working with pupils and their parents/carers; re-engaging these pupils with education.

Main duties and responsibilities

Attendance monitoring

- Leadership of the monitoring of and challenge to absence at all levels (in partnership with the deputy headteacher).
- Coordinate actions and responses for pastoral managers, the safeguarding manager, year managers and the pastoral/attendance support officer using systems and processes outlined in the attendance policy, attendance strategy, local and DfE guidance.
- Maintenance and management of the school's attendance data using Bromcom.
- Determine reasons for pupil absence through the use of first day calling, in partnership with the pastoral/attendance support officer, to include home visits.
- Complete home visits to pupils that are absent and persistently absent, identifying reasons for non-attendance, working closely with families and others to achieve regular attendance.
- Provide administrative support with regard to attendance and punctuality, including organising correspondence to parents.
- Monitor attendance of key pupils, provide immediate response in the event of an absence, coordinating key staff to ease return to school with appropriate support.
- Organise parental meetings on a regular basis to discuss attendance strategies and draft parental agreements to ensure that they fulfil their legal responsibilities, through school attendance panels, governor attendance panels and local authority attendance panels.
- Complete relevant referrals to external support agencies where necessary.
- Provide regular updates on attendance status and strategies to the senior leadership team and governors.
- Liaise with the safeguarding manager around ensuring the 'watch list' is populated with pupils at higher risk due to them requiring external support from agencies such as MAST and/or social care.
- Identify risks to good school attendance and ensure effective measures are in place to reduce or eliminate risk.
- Ensure all safeguarding procedures are followed.
- Attend parents' evenings and whole school events, as required.

General/other

- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

Issue Date: December 2024

This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.

Person specification

Role: Attendance Officer

Attributes	Essential	Desirable	Assessment
Qualifications and training	<ul style="list-style-type: none">GCSE Grade C or above (or equivalent) in English and Mathematics		<ul style="list-style-type: none">ApplicationInterviewReferences
Experience	<ul style="list-style-type: none">Working with children and young peopleExperience of completing and maintaining records using IT systemsBe a successful communicator, both verbally and in writing, with colleagues, families, pupils and other agencies	<ul style="list-style-type: none">Proven success working with children in an educational settingExperience of completing and maintaining pupil records in an educational setting	<ul style="list-style-type: none">ApplicationInterviewReferences
Skills and knowledge	<ul style="list-style-type: none">Maintain effective working relationships with pupils, parents, staff and other agenciesThe ability to work well within a team committed to improving the attendance and attainment of pupilsUnderstand the issues and problems that impact upon families experiencing a range of difficulties and the ability to support themSuperb interpersonal skills	<ul style="list-style-type: none">Working knowledge of school-based MIS systems (such as SIMS, Bromcom)	<ul style="list-style-type: none">ApplicationInterviewReferences
Personal qualities	<ul style="list-style-type: none">Strong moral purpose and drive for improvementFlexibleHonest and reliableHigh expectations which motivate and challenge pupilsCalm under pressurePatientEmpathetic with young people and families facing difficultiesTeam playerHigh personal and professional standards		<ul style="list-style-type: none">ApplicationInterviewReferences

How to apply

- All candidates must complete the following application process:
 - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted:
 - in all cases written references will be taken up and made available to interviewers before the final selection stage
 - an email and/or letter will be sent to shortlisted candidates with details of the interview process
 - if you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
 - Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for
 - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 235 3855 or fevans2@ecgbert.sheffield.sch.uk
 - For more information about the application process, please email recruitment@merciatrust.co.uk

- The closing date for applications is **midnight Sunday 26 January 2025**.
- Interviews to take place **the week commencing 3 February 2025**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.