

**Attendance Officer**  
**Band 5/6 SCP 4 – 11 (actual salary £20,450.55 – £22,851.42)**  
**Permanent, Term Time only**  
**37 hours per week (negotiable)**

Are you an attendance specialist requiring a new direction or maybe a dedicated school administrator prepared for a different challenge?

If so, then we would like to hear from you as a new and exciting opportunity has arisen for an Attendance Officer to join Park Aspire AP Academy, a 90 place Alternative Provision for pupils whose ages range from KS1 to KS3. Many of our pupils have found it difficult in mainstream schools and our aim is to help them develop a new attitude towards education by incorporating a proven system of rewards and incentives, underpinned by strong structures and boundaries so that everyone develops self-belief and sees themselves as a successful student.

Park Aspire AP Academy is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

At Park Aspire, we are very conscious that education is a partnership between home and school and believe that children are happiest and learn more effectively when a strong partnership exists.

The successful candidate will:

- Assist in the provision of a high quality, professional, proficient and flexible attendance management service of all pupils within school.
- Be responsible for ensuring that a high level of attendance and punctuality is followed by all pupils using attendance management systems, conducting data analysis and following the Attendance Policy procedures as required by the school and the DfE.
- Work under the direction/instruction of the Headteacher and SLT who will provide training and allocate work when necessary; however, much of the work is self-generating. The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work.
- To provide prompt and effective information, advice and access to services provided by the school and various external agencies e.g. community groups, to parents/carers; dealing with requests for help and intervention and seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests.

- Be able to provide administration support in the front office.
- From time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

The essential requirements of this role are:

- GCSE Maths & English Level C or above
- Knowledge of up-to-date legislation surrounding attendance and non-compliance with statutory regulations including new DfE guidance
- Knowledge of safeguarding and attendance monitoring procedures
- Experience working with children/families in a school or other related organisations
- Understanding needs of children and their families
- Good oral and written communication skills; good interpersonal skills
- The ability to deal sensitively with people and respond to complex situations
- The ability to respond calmly to a variety of situations
- Clean Driving Licence

**Closing date: Monday 20<sup>th</sup> January 2025 at 9.00am**

**Interview date: TBC**

For an informal discussion regarding this opportunity, please contact Rachel Atha on [rachel.atha@parkaspire.co.uk](mailto:rachel.atha@parkaspire.co.uk) or 01274 735298. Further details about our Park Aspire AP Academy can also be found on our website <https://parkaspire.co.uk/>

If you are interested in applying for this role, please do so by submitting an online application.

**CVs or applications via Indeed will not be accepted.**

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

