



# Richard Lander School

## Truro



## Application Pack

Attendance Officer

37 hours per week Term Time plus inset  
Cornwall Council Grade 2 (£26,597FTE)

Permanent, following the completion of a 6 month probationary period  
Start Date: ASAP



July 2026

Dear Candidate,

**Re – Attendance Officer - 37 hours per week (Term time plus inset) - Permanent**

Please find enclosed the details for the above post at this school.

**The Role:**

An opportunity has arisen for the appointment of an Attendance and Educational Improvement Officer at Richard Lander School. The main purpose of this role is to contribute to raising achievement by improving school attendance. To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence. To promote positive attitudes by students and families towards education and to ensure that parents/carers are made fully aware of their statutory responsibilities. This will involve support in the preparatory work for any prosecution of persistent absence. To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return to access to regular full time education provision. To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

We hope after reading our details and person specification that you will want to join our team.

This position is full time and permanent and is available as soon as possible.

Completed application packs should be submitted to [VHarrison@richardlander.cornwall.sch.uk](mailto:VHarrison@richardlander.cornwall.sch.uk) by midday on Friday 14<sup>th</sup> August 2026.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy  
Headteacher.



## Background for Prospective Candidates

Come and work for a great school in a great location.

### Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1520 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Please send your completed forms to the school for the attention of Vicky Harrison, [VHarrison@richardlander.cornwall.sch.uk](mailto:VHarrison@richardlander.cornwall.sch.uk) by midday on Friday 14<sup>th</sup> August 2026. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

### The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2024, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates.
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

### Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.  
We expect all our team members to share this commitment.



## **Attendance Officer**

**Job start:** Asap  
**Interviews:** TBC  
**Salary:** Cornwall Council Grade 2  
**Contract type:** 37 Hours per week Term Time plus 5 INSET Days  
**Contract term:** Permanent pending completion of a 6 month probationary period

**Responsible to:** Deputy Headteacher / Assistant Headteacher / School-based Education and Welfare Liaison Officer

**Direct supervisory responsibility:** None

**Indirect supervisory responsibility:** None

**Important Functional Relationships:** **Internal:** Deputy Headteachers, Assistant Headteachers, School Leadership Team, Attendance Team, Pastoral Managers, SENDCo and SEN team

**External:** Governors, parents / carers, LA, relevant support agencies.

### **Main purpose of the job:**

To contribute to raising achievement by improving school attendance. To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence. To promote positive attitudes by students and families towards education and to ensure that parent are made fully aware of their statutory responsibilities. To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return to access to regular full time education provision. To organise, lead and record 'attendance clinics' with families. To carry out home visits and support transportation of identified students to school. To monitor attendance of individuals and cohorts and work on strategies to improve attendance. To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

### **Duties and responsibilities:**

1. Meet to provide advice and support to school staff, students and parents on attendance matters and to identify individual problems and possible solutions.
2. To facilitate the educational partnership between home, school, community and Local Authority, by support, liaison and negotiation; and where conflict arises to give paramount consideration to the interests of the child.



3. To make joint or unsupervised contact (when deemed safe) with families in response to allocated referrals i.e. home visits and / or meetings in school. On occasion, to support transportation to school for identified students
4. To establish the reason for non-attendance, make assessments and taking remedial action through agreeing a plan for facilitating a return to school, using appropriate strategies within specified timescales.
5. To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
6. To make referrals to, liaise and collaborate in joint work with other professionals for instance Police, Social Services, Housing, Health and any other statutory and voluntary organisations.
7. To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries as required for the school.
8. To use IT systems to produce reports, often to tight timescales using word processing and record information including statistical data, providing reports to senior managers and other professionals.
9. To manage and prioritise you own workload in line with school requirements.
10. To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
11. To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
12. To be responsible for your own continuing self-development, undertaking training as appropriate.
13. To undertake other duties appropriate to the grading of the post as required.
14. To attend meetings with multi-agency partners as deemed appropriate.

Date: July 2026

Prepared by: Headteacher



## **PERSON SPECIFICATION**

| <b>ATTRIBUTES</b>                            | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                             | <b>DESIRABLE</b>                                                                                                                                                                                                                                                                                                       | <b>HOW IDENTIFIED</b>         |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b><u>Relevant Experience</u></b>            |                                                                                                                                                                                                                                                                                                                              | <p>Experience of working within the legal framework to deliver appropriate sanctions for poor attendance.</p> <p>Working with children, young people, parents and families preferably within an educational or legal context.</p> <p>Working with professionals from other agencies and in a multi-agency context.</p> | Application form<br>Interview |
| <b><u>Education &amp; Training</u></b>       | <p>Minimum 5 GCSE's at grades A-C or able to demonstrate equivalent experience.</p> <p>Attainment of 'A' Level qualifications or an equivalent (as an alternative to qualifications, to be able to demonstrate equivalent skills through work experience).</p> <p>Driving Licence and access to a vehicle.</p>               | Degree or equivalent in a related field.                                                                                                                                                                                                                                                                               | Application Form              |
| <b><u>Special Knowledge &amp; Skills</u></b> | <p>Communication Skills<br/>Organisational Skills<br/>ICT Skills</p> <p>Demonstrate an understanding of issues linked to confidentiality</p>                                                                                                                                                                                 | <p>A working knowledge of or familiarisation with SIMS</p> <p>Knowledge of the relevant legal framework for school attendance.</p>                                                                                                                                                                                     | Interview                     |
| <b><u>Any Additional Factors</u></b>         | <p>Ability to adopt a variety of strategies to deal with a range of families / young people who may be resistant to attending school</p> <p>Self-motivated.</p> <p>Ability to work in a team</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> |                                                                                                                                                                                                                                                                                                                        | Interview                     |



## Job Description and Person Specification Reviewed:

January 2026

### Special Conditions related to the post

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must hold a valid, full UK driving licence and have access to their own vehicle that can be used for the purpose of home visits.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

### How to apply:

Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Expressions of interest should be sent via e-mail to Vicky Harrison, [VHarrison@richardlander.cornwall.sch.uk](mailto:VHarrison@richardlander.cornwall.sch.uk)

### Contact details:

Address: Mrs V Harrison,  
Richard Lander School,  
Higher Besore Road,  
Truro,  
TR3 6LT  
Tel: 01872 273750

### Closing date:

**Midday Friday 14<sup>th</sup> August 2026.**

Shortlisted candidates will be notified of the interview date.

Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.