



RISEDALE

SCHOOL

A family of learners

RECRUITMENT PACK

June 2025

Dear Candidate,

SUBJECT: Recruitment Pack – Attendance Officer

Thank you for your interest in the post of Attendance Officer at Risedale School. I hope you find the information you require within this recruitment pack.

Risedale is a fairly small community school with a fantastic, tight-knit staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, challenged and ultimately leaves ready for a positive future. We are at an exciting point in our journey; the school has entered a phase of change with improvements in progress and the opportunity for everyone to make a difference. We are absolutely committed to no young person being left behind and are passionate about ensuring that the quality of education (including enrichment) is excellent. We are also proud of our connections with the military and seek to capitalise on this and our community partnerships, including veterans and local historians.

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves. Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points. At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE, RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

If you decide to apply, please do so using the Risedale Job Application Form, utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to jobs@risedale.org.uk or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 on Sunday, 22nd June 2025. Please mark your envelope 'Attendance' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for an interview.

I look forward to hearing from you.

Yours sincerely,



Mrs L Greenwood
Headteacher



JOB INFORMATION

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| JOB TITLE: | Attendance Officer |
| GRADE: | Pay Grade CD, (Points 3-6) £21,074.26-£21,831.06 Pro-Rata (£24,310-£25,183 Full Time Equivalent) |
| CONTRACT TYPE / TERM: | Established, term time only + 1 week / 37 hours per week |
| RESPONSIBLE TO: | Senior Teacher (Attendance and Safeguarding) |
| JOB TO START | September 2025 |
| CLOSING DATE | 23:59 Sunday 22nd June 2025 |

Make Every Day Count: Join Our Team as an Attendance Officer!

At Risedale School, every lesson, every conversation, and every moment in school shapes a pupil's future. That's why outstanding attendance isn't just a target; it's our mission! We're looking for a dynamic and dedicated Attendance Officer to be at the forefront of this vital effort.

This isn't a back-office role. You'll be a visible, proactive presence, a champion for attendance, and a key figure in ensuring our pupils unlock their full potential. You'll be engaging directly with pupils, parents, and staff, driving positive change and celebrating every attendance triumph.

As our Attendance Officer, you'll play a crucial role in promoting excellent attendance across the school. You will be responsible for:

- Monitoring and analysing attendance data to identify patterns and areas for intervention.
- Working closely with pupils, parents, and staff to address attendance concerns and implement effective strategies.
- Conducting welfare checks and home visits when necessary, in line with school policy.
- Maintaining accurate and up-to-date attendance records and preparing reports.
- Liaising with external agencies as required to support pupil welfare.
- Promoting a positive attendance culture within the school community.

We're Looking For Someone Who Is:

- Highly organised with excellent administrative skills.
- Empathetic, resilient, and able to build strong relationships with young people and their families.
- An excellent communicator, both written and verbal.
- Proficient in using IT systems, including attendance management software.
- Knowledgeable about safeguarding procedures and child protection.
- Committed to promoting the well-being and success of all pupils.
- Able to work independently and as part of a team.

What's in it for you at Risedale School?

Join a forward-thinking school where your impact is tangible and your contributions are truly valued. We pride ourselves on a collaborative spirit and offer:

- A fast-paced and rewarding role where no two days are the same.
- The chance to be a pivotal part of our pupils' academic journey.



- A supportive team that champions your professional development.
- Vivup - an employee benefits and engagement platform offering a range of perks and discounts to staff, including access to a variety of savings programmes, discounts, and salary sacrifice schemes.

If you would like further information on the role or would like to arrange a visit to the school, please email Sarah Cox, Senior Teacher: cox.s@risedale.org.uk.

Completed application forms should be emailed to jobs@risedale.org.uk or alternatively can be posted to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

PLEASE NOTE: The school will not accept referrals or CVs from supply or employment agencies for this post.

Closing date: 23:59 Sunday 22nd June 2025

Interview date: 27th June 2025 or 02nd July 2025

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will therefore be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.

JOB DESCRIPTION

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| JOB TITLE: | Attendance Officer |
| GRADE: | Pay Grade CD, (Points 3-6) |
| CONTRACT TYPE / TERM: | Established, term time only plus 1 week / 37 hours per week |
| RESPONSIBLE TO: | Senior Leader, Attendance and Safeguarding |
| STAFF MANAGED: | None |

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| JOB PURPOSE: | <p>To support the Senior Leader in the improvement of attendance throughout the school through developing and maintaining appropriate administrative processes and systems to meet the needs of the service.</p> <p>To complement the professional work of teachers by taking responsibility for implementing the school's Attendance Policy and improving the attendance of pupils. Works with identified pupils whose attendance is a barrier to their performance. Responsible for recording, monitoring, evaluating and reporting on attendance data.</p> |
| SAFEGUARDING STATEMENT | <ul style="list-style-type: none"> • Works within the school, promoting good attendance and identifying pupils with poor attendance and working with them and their families to improve their attendance at school. • Enhanced DBS clearance required. |
| ACCOUNTABILITIES / MAIN RESPONSIBILITIES | |
| Operational Issues: | <ul style="list-style-type: none"> • Responsible for inputting accurate data using school systems, including attendance codes, daily, collating data and analysing trends to inform future service delivery and strategic direction. • Accurately manage case file paperwork and maintain systems to ensure casework and documentation is prepared and collated to support legal sanctions. • Track and monitor attendance levels for individuals and groups of pupils, particularly those identified as 'vulnerable,' SEND, and/or 'disadvantaged', and work with the Year Team Managers, SENCO and/or senior leaders to ensure effective actions are implemented to address issues. • Assist in preparation of reports and produce data analysis as required, including data for school reports. • Meet regularly with the Senior Leader and Year Team Managers to discuss current issues and developments relating to attendance and punctuality. • Communicate with parents/carers to establish the reason for the unexplained absences(s) and report the outcome of such calls to relevant parties • Accurately input absences, including reasons for absences, into the Management Information System • Produce a daily absence list for use in an emergency evacuation |

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| | <ul style="list-style-type: none"> • Monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual pupils • Work with identified pupils and their parents/carers on short and medium-term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate • Monitor and evaluate the effectiveness of strategies with individual pupils • Actively promote good attendance with all pupils and promote the school's attendance policy and strategy • Administer pupil holiday request forms • Undertake general administration duties as required • Develop support materials and information to communicate clearly to pupils the school's attendance policy, raising the profile of attendance and punctuality within the school |
| Communications | <ul style="list-style-type: none"> • Communicate with school staff to update them on pupil attendance and work with the staff to identify pupils with issues that are affecting their attendance at school • Develop and maintain effective contact and communications with parents/carers and families, including home visits where appropriate • Meet regularly with year leaders to discuss current issues and developments relating to attendance and punctuality • Establish links and communicate with feeder schools to gain any relevant information about attendance records of new pupils • Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate • Provide advice for pupils returning after long periods of absence, encouraging them and assist in planning their re-integration |
| Partnership Working | <ul style="list-style-type: none"> • Attend meetings with external agencies as appropriate and follow up on actions required |
| Skills Development | <ul style="list-style-type: none"> • To demonstrate and advise new staff on the accurate recording of pupils' attendance on the register • Participate in team meetings and attend any necessary training events • Participate in the school's performance management system |
| Safeguarding | <ul style="list-style-type: none"> • To be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate |
| Systems and Information | <ul style="list-style-type: none"> • Ensure that staff have completed registers • Maintain an accurate system for pupils signing in and out of the school • Provide accurate and up-to-date statistical data and reports • Oversee the signing-in late procedure and ensure that minutes late are recorded on the school's Management Information System • Maintain records of all communication with parents/carers |
| Planning and Organising | <ul style="list-style-type: none"> • Assist in developing systems and procedures to improve attendance |
| Data Protection | <ul style="list-style-type: none"> • To comply with the Council's policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality. |

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| Health & Safety | <ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee, and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Work with colleagues and others to maintain health, safety and welfare within the working environment |
| Equalities | <ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement |
| Flexibility | <ul style="list-style-type: none"> • North Yorkshire Council provides front-line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures |
| Customer Service | <ul style="list-style-type: none"> • The Council requires a commitment to equity of access and outcomes, which will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values |
| Behaviours | Link |
| Date of Issue: | June 2025 |

PERSON SPECIFICATION

| ESSENTIAL | DESIRABLE |
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| Knowledge <ul style="list-style-type: none"> • An understanding of the legalities and guidance on attendance and around legal sanctions for attendance in order to advise the school on process • An understanding of issues that may affect a pupil's ability to attend school | <ul style="list-style-type: none"> • Knowledge of child protection legislation and procedures • Knowledge of school procedures |
| Experience <ul style="list-style-type: none"> • Experience of working with Management Information Systems • Administrative experience • Experience of working with children and young people and their parents/carers • Experience of developing, manipulating, implementing and monitoring administrative systems in an office environment | <ul style="list-style-type: none"> • Experience of working in a school environment • Experience in implementing attendance policies |
| Occupational Skills <ul style="list-style-type: none"> • Excellent communication skills, including advisory and persuasive skills • Ability to establish positive and effective relationships with children and young people and their families • Organisational skills • Excellent ICT skills • Analytical skills • Ability to keep accurate records • Ability to work successfully as a team • Ability to work on own initiative • Confidentiality • Report writing skills | |
| Qualifications <ul style="list-style-type: none"> • Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills | <ul style="list-style-type: none"> • Level 3 qualification in business/finance/administration or equivalent • Appropriate First Aid Training or willingness to work towards qualification |
| Other Requirements <ul style="list-style-type: none"> • Enhanced DBS clearance • Commitment to the school's policies and ethos • Commitment to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes. • Organisational skills • Ability to work alone/independently or successfully in a team | |

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| Behaviours | Link |
| Date of Issue: | June 2025 |

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill-specific areas throughout the selection process.



OUR VISION & VALUES

Our aspiration is that every pupil and staff member is supported to be the BEST version of themselves.

Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy RELATIONSHIPS. All our pupils will make good progress from their starting points.

At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a RESPONSIBLE, RESPECTFUL and RESILIENT citizen who can embrace change and learn from mistakes.

**We are 'The Risedale Family' and
together we are 'A family of learners'.**

ABOUT US:

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of Service Children of any secondary school in the UK, and this military connection is an essential part of the school's distinctive character.



OUR LOCAL AREA:

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities and a unique and close community. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M), providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).

CHILD PROTECTION:

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references will be requested prior to interview where consent has been given. References should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At interview or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority and School Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](http://risedale.org.uk/information/policies) can be found on our website at risedale.org.uk/information/policies.