



Job Description and Person Specification

Attendance Officer (Part-time – 24 hours per week over 5 days)

Start date: 1st September 2026

Application Deadline: Monday 15th June 2026 at 9am

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. We have over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

Job purpose:

- To promote and improve pupil attendance so that every child can access learning, achieve and thrive.
- Liaising with students, parents/carers, colleagues and other professionals in relation to student attendance and punctuality.
- Completing and providing information and statistics regarding student attendance and punctuality as required by the school, local authority (LA) and DfE.
- To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained.
- To be responsible for supporting pupils' learning by offering day-to-day support for their welfare and general well-being.
- To contribute to the spiritual, moral, social and cultural development of all pupils in the school.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

Accountable to: Assistant Headteacher

Key Tasks and Accountabilities

Core purpose

- To work under the guidance of the Assistant Headteacher (Attendance champion) and Pupil Support manager to provide specific support in relation to attendance.
- To participate in school and local initiatives regarding matters of attendance.
- To support the school's continued drive to remove barriers and improve attendance base figures.

- To contact parents and carers where necessary to assist the drive to improve pupil attendance. Tracking absence after the 5-day Year Leader meeting and contact families involved. Using the 'from support to court' pathway.
- To provide effective communication links, passing appropriate information to parents and carers, pupils, Year Leaders, mentors and other colleagues.
- To follow up on reasons for absences using agreed systems including first, second- and third-day absence calling and/or texting parents and carers.
- To record late arriving pupils and students and deal with queries; making the appropriate referral to the pupil support team and other colleagues and contacting parents/carers as necessary.
- To facilitate and run school attendance panel (SAP) meetings.
- To work with the Designated Safeguarding Lead and safeguarding and welfare officer on children missing education (CME).
- To conduct home visits alongside an additional member of staff for pupils with attendance concerns.
- To receive visitors or callers to school, for example, parents/carers, professionals from outside agencies and deal with enquiries as required.
- To observe safeguarding requirements and confidentiality.
- To keep up to date with current technology, legislation and training in attendance from local, regional and national attendance hubs.
- All staff have a responsibility to keep pupils safe and to protect them from abuse, neglect and safeguarding concerns.

Teaching and learning

- To monitor pupil response and welfare to support the highest quality of teaching and learning.
- To ensure the maintenance of pupil records in order to identify both positive achievement and areas for development and so facilitate target setting for learning by appropriate colleagues.
- To encourage and facilitate pupils' support for and involvement in the school's enrichment and extra-curricular programmes as a means of engagement in the education process for key pupils.
- To co-ordinate target setting for future improvement of attitude and behaviour, offering praise, encouragement and reward as appropriate through the PSP process.
- To support teaching staff in minimising disruptions to teaching and learning, providing an on-call service where necessary and negotiating "time-out" or temporary alternative provision for pupils where necessary.

Team working

- To support the development of the school's Attendance Policy.
- To attend and participate in meetings as required.

Awareness of Financial and Physical Resources

- To support the maintenance of financial and physical resources relevant to pupil

welfare and attendance and in any other area as directed by the Headteacher.

Evaluation and Quality

- To assist in the evaluation of school policies relating to pupil achievement, progress, welfare, well-being and attendance.
- To support and participate in the support staff appraisal process
- To support the evaluation of the attendance system, suggesting amendments to the Assistant Headteacher as necessary.

Administration

- To contribute to the efficiency of the school through effective administration and communication at all levels, both within the school and with other relevant agencies.
- To support the arrangements for all communications with parents regarding pupil response, attitude to learning and attendance.
- To co-ordinate the arrangements for multi-agency meetings dealing with pupil attitude, wellbeing or attendance.
- To hold regular meetings with key personnel to ensure that information circulates and administrative procedures are supported.
- Produce attendance reports and produce letters for pupils who are persistently late and issue reports to mentors and Year Leaders.

Person Specification

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills • Excellent technology skills 	<ul style="list-style-type: none"> • Educated at least to 'A' level standard or equivalent • Evidence of further training or professional development
Experience	<ul style="list-style-type: none"> • Successful experience of working with young people in a supportive way • Experience of working in a multi-cultural educational environment 	<ul style="list-style-type: none"> • Experience of working in maintained schools, at least one of which has been in the secondary phase
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile • Shows a clear understanding of the role of support staff in underpinning teaching, learning and attendance in a school situation • Shows confidence in dealing assertively with young people • Excellent negotiation skills with both adults and young people • Ability to implement administrative systems and procedures • Ability to communicate effectively with a range of adults including families and social workers through meetings, online, via email and telephone. • Understanding safeguarding, data protection and confidentiality within a school context. 	<ul style="list-style-type: none"> • Understanding of Arbor and how the system may be used to support attendance and behaviour.
Deployment of Resources		<ul style="list-style-type: none"> • Experience of placing and progressing orders, working within budget parameters

Personal Qualities	<ul style="list-style-type: none"> • Awareness and appreciation of Christian values • Committed to setting and maintaining high standards • Committed to education principles which are inclusive of all pupils • Ability to work with pupils, parents, staff and governors • Excellent interpersonal and communication skills • Flexible in working practice 	<ul style="list-style-type: none"> • Committed, practising Christian
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