



**Pendle**  
Education Trust

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**TRAINEE  
ATTENDANCE  
MANAGER  
APPLICATION  
PACK**

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# INTRODUCTION

## WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child in our family should only be a short walk away from a great school. Our values of Belong, Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

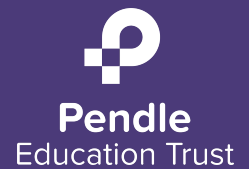
We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other leaders working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

# JOIN US

## COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work completed and opened from September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



**Mrs Julia Pilkington**  
Principal

**#PROUDTOBEPIMET**





# ABOUT THIS ROLE

This is an excellent opportunity for an aspiring Attendance Manager to develop their skills and knowledge within a school setting while completing a fully supported apprenticeship through our Trust sponsor, East Lancashire Learning Group.

The role offers a structured programme of training and professional development over a two-year period, providing valuable experience in all aspects of school attendance management. The successful candidate will be appointed on Grade 4 during the first year of the apprenticeship, progressing to Grade 5 in the second year, subject to satisfactory performance, successful completion of apprenticeship requirements, and regular review of progress.

This position is ideally suited to a motivated individual who is keen to build a career in education administration and student attendance, with the opportunity to develop the skills, knowledge, and experience required for a future Attendance Manager role.



# VACANCY - TRAINEE ATTENDANCE MANAGER

<b>Salary</b>	First year: Grade 4 SCP 4 - 6 . £25,949 - £25,989 full-time equivalent. £22,518 - £22,553 pro rata. Progression to Grade 5 in year two subject to satisfactory completion of year one.
<b>Role Details</b>	37 hours per week. Term time plus five INSET days.
<b>Closing Date</b>	9am on Monday 13 <sup>th</sup> July
<b>Interview Date</b>	TBC
<b>Required</b>	1st September 2026



# JOB DESCRIPTION - TRAINEE ATTENDANCE MANAGER

**Reports to:** Attendance Manager

## **Purpose**

To manage and oversee all aspects relating to the school's student attendance.

## **Key Responsibilities**

- Oversee the school's student attendance procedures.
- To support the Attendance Manager.
- Ensure official registers are accurately maintained, checks on missing students are made and information systems are updated and accurate.
- To monitor and follow up with outcomes for all unexplained absences.
- To monitor attendance and highlight patterns or issues.
- Work with students, parents and staff to manage the administration processes and procedures for attendance.
- Communicate with parents as necessary using a range of communication channels including telephone, text message, email and in writing.
- Attend home visits where appropriate with a member of the leadership team.
- Take and convey messages from parents about absent students, seeking to improve communication between the school and parents whilst ensuring accurate records are maintained.
- Use data to produce management information, including regular reporting, as required.
- To help develop systems and strategies to improve attendance rates.
- To oversee the collection and distribution of registers for fire drills.
- Work closely with students and parents to identify and resolve attendance barriers prior to the student becoming a persistent absentee.
- Take responsibility for students who move to another or alternative education setting, including checking their attendance at their new education provider and working with the main office to complete the off-rolling process.
- Working with Children Missing in Education team, Elective Home Education team and LA as appropriate.
- Attendance casework – keeping accurate records following meetings and various methods of communication.
- Follow up and activate court proceedings for unauthorised leave of absence for students taking holidays within term time.
- Prepare paperwork evidence and information for legal intervention as per LA policy and guidelines.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- Undertake any other duties reasonably requested by the Attendance Manager.

# JOB DESCRIPTION - TRAINEE ATTENDANCE MANAGER

## Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in Staff Review and Professional Development activities and be actively involved in the Trust's culture of high expectation.
- Value diversity and promote equality.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety.
- Be responsible for safeguarding and promoting the welfare of children and young people.
- Any other duties that the Principal or Chief Education Officer consider appropriate.



# PERSON SPECIFICATION - TRAINEE ATTENDANCE MANAGER

## Qualifications and Attainments

Minimum of 4 GCSEs (or equivalent qualification) at grade C, including Maths and English - **Essential**

## Training, Experience and Knowledge

Experience of working with children in an education or childcare environment - **Desirable**

Knowledge of DfE attendance requirements - **Desirable**

Knowledge of Academy attendance mechanisms - **Desirable**

Experience of maintaining confidentiality and handling matters with sensitivity and discretion - **Desirable**

Experience of managing a heavy workload and conflicting priorities to deadlines - **Desirable**

Experience of maintaining accurate records - **Desirable**

Experience of resolving complex problems independently - **Desirable**

Experience of building and maintaining effective relationships with others and negotiating effectively - **Desirable**

## Personal Skills and Attitudes

To be flexible and able to take both a proactive and responsive approach towards the role - **Essential**

To be a good communicator and be able to present to a wide range of audiences - **Essential**

To promote equality of opportunity throughout all aspects of Academy life - **Essential**

To undertake the role with energy, enthusiasm and tenacity - **Essential**

## Attitudes and Beliefs

Commitment to excellence - **Essential**

Commitment to inclusivity, equality and diversity - **Essential**

Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential - **Essential**

Commitment to ensuring a healthy and safe environment and the welfare of children and staff - **Essential**

Commitment to regular and on-going professional development - **Essential**

Commitment to high professional and personal standards of work and conduct - **Essential**

# PRE EMPLOYMENT CHECKS

**Please note:** All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete an application form which can be downloaded from our website at [www.pendleeducationtrust.co.uk](http://www.pendleeducationtrust.co.uk)

## Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

## Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.





**Pendle**  
Education Trust

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**Email**

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**Company Registration Number**

**08263591**

**Place of Registration**

**England and Wales**