



Attendance Officer 2 days per week

Salary: Grade 7 Point 19-25 – FTE

Hours: 15 hours over 2 days per week 7:30am–3:30pm Mondays and Tuesdays [30 minutes unpaid lunch], term time plus one day

Start Date: September 2026 TBC

Responsible to: Deputy Headteacher

Job Description

- To manage and oversee all issues relating to attendance
- To promote positive attitudes towards excellent school attendance on the part of students and their parents/carers
- To ensure that the Academy adheres to the Education Authority obligations under all relevant legislation
- To support students and their families attending the Academy to overcome barriers to success and increase engagement in education by promoting a whole school ethos of excellent attendance
- To liaise with Designated Safeguarding Lead to address concerns relating to attendance
- To maintain daily records in school and provide positive working relationships to improve attendance

Main Duties

- To uphold the vision and ethos of the school
- To be the first contact for all attendance calls and concerns
- To become an integral and proactive member of our student services team
- To help develop systems and strategies to improve attendance rates
- To build positive working relationships in order to promote excellent attendance
- To further raise aspirations within our school community with a particular focus on our pupil premium students
- To be responsible for ensuring that all registers are completed and saved in accordance with DfE guidance
- To address phone messages/Synergy Attendance messages for absence each day and code accordingly
- To ensure all unexplained absences are accounted for
- To monitor attendance and highlight patterns or issues (including lesson by lesson)
- To monitor punctuality and liaise with parents/carers to address any concerns
- To run weekly reports broken down by year group and cohort, showing areas for concern
- To attend weekly meetings to proactively address poor attendees, set targets and agree strategies/actions for improvement
- To organise and contribute to meetings with parents, students and outside agencies to address poor attendance
- To be responsible for the collection and distribution of registers for fire drills
- To be responsible for organising a daily check of pupils at risk of truanting/persistent absenteeism





- Work closely with senior leader link and key personnel, to target attendance improvement and put strategies in place that impact on improving attendance
- Ensure all registers are marked in line with the DfE guidelines, to provide accurate attendance figures
- Record lates for pupils who arrive after 8:40am
- Provide a point of contact for students /staff/parents to discuss issues/procedures and legal regulations relating to attendance in school
- Provide regular attendance data for House Progress Leader assemblies and display boards
- Take responsibility for students who move to another or alternative education setting, including checking that they have been enrolled at their new education provider and complete the off-rolling process. Referring to Children Missing in Education team, Elective Home Education team and Lancashire County Council as appropriate.
- Analyse attendance data to create intervention /priority lists
- Attendance casework
- Coordinate the preparation of reports on attendance for SLT and Governors/Local Academy Councillors; ensure maintenance of accurate and factual records which could be used in legal interventions
- To be willing to work in a flexible way to carry out home visits to families /students and other visits including off site meetings
- 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
- Preparation and submissions of statements and evidence for court proceedings as and when required
- Monitor attendance of students following prosecution for non-attendance in line with LA guidance
- To be responsible for overseeing the administration of attendance systems

Support for School

- To undertake supervision and detention duties as required
- To attend staff training as appropriate and be willing to undertake First Aid Training
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Set up groups for staff
- Assist with admin for the school Counsellor with pupil appointments
- Assist with the administration of school photography and vaccinations
- Undertake any other duties reasonably requested by the Headteacher



Person Specification

	KEY CRITERIA	Essential (E)/ Desirable (D)
QUALIFICATIONS	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E
EXPERIENCE AND KNOWLEDGE	Experience of working with children of secondary school age	D
	Experience of working within an administrative or pastoral role within a school setting	D
	Experience of using SIMs or similar data management system	D
	Experience of using Microsoft Excel to create reports	D
	Experience of working with external agencies relating to the welfare of children	D
	The ability to lead a small group or team	D
SKILLS AND ATTRIBUTES	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
	Ability to relate well to young people	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Capable of working effectively as a member of a team	E
	Excellent oral and written communication skills	E
	Time management skills	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Ability to work accurately under pressure and to tight deadlines	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality	E
	Standard office practices and procedures	E
	Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E
	Adaptable with a flexible approach to work	E
	Operate a computer and other standard office equipment	E



	Maintain effective working relationships with school, staff and students and those encountered in the course of work	E
	Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E
	Respond rapidly and accurately to situations	E
	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
	Be honest and trustworthy	E
PROFESSIONAL AND PERSONAL ATTRIBUTES	Be respectful and polite	E
	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
	Show initiative	E
	Good communication skills	E
	Demonstrate sound work ethics	E
	A commitment to contributing to the wider school, Trust and its community	E
	Ability and willingness to travel between sites, as required	E
OTHER	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the documents 'Keeping Children Safe in Education' 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E