

Attendance Officer Recruitment Pack



WELCOME

We believe in nurturing not just the academic growth but also the emotional wellbeing of our students. Our vibrant and inclusive community is committed to providing a supportive environment where every child can thrive.



BRIMSDOWN PRIMARY

Brimsdown is a thriving nursery and primary school at the heart of our local community, where we all strive to build a better future together.

From the three-year-olds who join our Ofsted Outstanding early years provision, through to our amazing Year 6 pupils who are ready to embark on their next chapter, we nurture and inspire a love of learning, a respect for others and a determination to make a difference.



“This is an inclusive, kind, and happy school. Pupils learn in a calm and caring environment. Leaders recognise that pupils benefit from consistency and stability, and this is seen across the school. This means that pupils have very clear routines, and they develop strong habits for learning from the very start of their time in school. Pupils behave exceptionally well around the school.”

~ Ofsted, December 2023

Building a
Better
Future
Together

KEY INFORMATION

Age range:

3 - 11

Location:

Enfield, London

School type: Academy
converter Ivy Learning
Trust

Pupils on roll:

490

Children eligible for FSM:

52.3%

2025 KS2 results:

74% achieved expected standard
(combined)

Ofsted:

Good, December 2023



“The very strong ethos of inclusion is exemplified by the teaching of British Sign Language. All pupils learn to sign, which means that they can communicate with the deaf pupils in the school, as well as learning a useful life skill.”

~ Ofsted, December 2023



ABOUT US

Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



15

Good or Outstanding

2

Sponsored Academies

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2020)
2. Brimsdown	Enfield	2017	Good** (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good* (2023)
6. Walker	Enfield	2019	Good** (2023)
7. The Wroxham	Hertfordshire	2019	Good* (2024)
8. Woodside	Hertfordshire	2020	Good (2019)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2016)
12. Martins Wood	Hertfordshire	2022	Inadequate (2021)
13. Watchlytes	Hertfordshire	2022	Inadequate (2021)
14. Round Diamond	Hertfordshire	2023	Outstanding (2017)
15. Windhill21	Hertfordshire	2024	Outstanding (2018)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

*denotes number of Outstanding features. *Schools inspected since joining Ivy.*

WORKING AT IVY



“

Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.

~ Ofsted, Crabtree Junior, 2023

”

When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

JOB DESCRIPTION

Administration

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions Build and refresh knowledge of the school's MIS (Arbor) and other relevant systems

Monitoring and reporting

- To report to the school's attendance lead through regular meetings and evaluating and monitoring impact
- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

Working with parents/carers

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils Professional development
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary Promote the safeguarding of all pupils in the school



PERSON SPECIFICATION

Specification	Essential/Desirable
Strong communication and interpersonal skills to engage effectively with students, families and external partners.	E
Organisational abilities to effectively track attendance and coordinate with external agencies.	E
Experience working in a similar role within a school or educational setting.	D
Understanding of relevant legislation and policies related to attendance and safeguarding in schools.	D
Ability to work collaboratively as part of a team, as well as independently when necessary.	E
A commitment to Safeguarding and promoting the welfare of children.	E
The ability to use various IT programmes including Google and Microsoft platforms.	E