



LEARNING TRUST

Standing Together, Learning Together



Candidate Information Pack Attendance Officer

Closing Date Monday 12th January at 9.00 a.m.
Interviews to be held 15th January 2026



Golborne Community
Primary School



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence



Standish Community
High School

be Outstanding!





Chief Executive Officer: Neil Moore

It is with great pleasure that I introduce you to the Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student so they can develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Who we are:

The Mosaic Learning Trust was established in 2017. The ambition for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1st April each year, or when they have completed six months of service if appointed between October 1st and March 31st, until they reach the top of the band within their pay scale.

Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

Generous Holidays

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

Trust 'Inset Days'

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



December 2025

Dear Applicant,

Attendance Officer – Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Application Process

Standish Community High School is advertising for a permanent Attendance Officer to commence employment as soon as possible.

The successful candidate will work alongside the Attendance Manager in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance and ensure students are effectively safeguarded.

The working hours will be 37 hours per week, term time plus 1 week, 8.00 a.m. until 4.00 p.m. Monday to Thursday and 8.00 a.m. to 3.30 p.m. on Fridays.

This full-time role will be based at Standish Community High School, however as we are part of Mosaic Learning Trust, there may be occasions when you will be required to work at other schools within the Trust.

We encourage applicants to apply through [TES](#). Applicants can also apply through [Teacher Vacancies](#) and [MyNewTerm](#) or by filling in the school's application form found on the [School Website](#). Completed application forms can be forwarded by email to: recruitment@standishchs.wigan.sch.uk applications will not be considered.

Applications will be considered as soon as they are received, and the closing date will be Monday 12th January 2026 at 9.00 a.m. Interviews are scheduled to take place 15th January 2026.

Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton
Trust H.R. Manager



Standish Community High School

December 2025

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent position Attendance Officer at Standish Community High School. I am happy to recommend Standish Community High School to you as a high performing, vibrant, caring and forward-thinking school – where the academic achievement and personal development of each student go hand in hand.

As a school we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Over the five years, our students make considerable strides towards adulthood - for them to achieve this all our students follow 'The Standish Way' and are encouraged to become Successful Learners, Confident Individuals and Responsible Citizens.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each student. However, what is consistent is our team of passionate, enthusiastic, caring and committed staff who work relentlessly in pursuit of excellence for the students and community we serve.

At Standish Community High School, we have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own personal development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes and opportunities to contribute to whole school projects.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. I would like to thank you for your application, investment of time and - whatever the outcome – I wish you well in the future.

If you have any questions for us, do get in touch, we are always here to help.

Yours faithfully,

Mrs L Barker
Headteacher

JOB DESCRIPTION

| INTRODUCTION | |
|----------------------------------|---|
| Post Title: | Attendance Officer |
| Purpose: | The Attendance Officer will work alongside the Attendance Manager in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance and ensure students are effectively safeguarded. |
| Line Management: | Assistant Headteacher |
| Liaising with: | Headteacher, Senior Leaders, Attendance Manager, School Staff, Students, External Agencies and Parents/Carers |
| Working time: | 37 hours per week working term time plus 1 week 8.00 a.m. to 4.00 p.m. Monday to Thursday 8.00 a.m. to 3.30 p.m. on Fridays |
| Salary/Grade: | Grade 4, SCP 5 (£25,583.00) – SCP 8 (£26,824.00) Actual salary £22,101.48 – £23,173.59 per annum dependent on current point and continuous service |
| Disclosure Level | Enhanced |
| Conditions of Employment | No holidays are permitted during the 190-day teaching year. |
| Main Duties / Job Outline | <p><u>General Responsibilities</u></p> <ul style="list-style-type: none"> • To co-ordinate, oversee and respond to issues relating to the attendance & punctuality of students. supporting the school to meet its statutory obligations regarding attendance recording, monitoring and reporting. • To work in collaboration with the Attendance Manager to ensure that all legal requirements and attendance targets are met. • To liaise with parents, carers, staff and outside agencies to support attendance and punctuality. • To ensure that all information used to inform statistical returns to the DfE are correct. • To be responsible for communications regarding absence and punctuality. • To implement a range of actions and interventions, suitable to the individual in accordance with relevant legislation and DfE guidelines. • Celebrate, promote, recognise and acknowledge good attendance. • Maintain, upkeep and produce accurate daily fire registers from Arbor and other relevant sources. <p><u>Specific/ Routine Responsibilities</u></p> <ul style="list-style-type: none"> • To provide first wave Safeguarding checks through application of internal measures to identify and respond to all unexplained absences and ascertain a student's whereabouts and safety. • To obtain explanations for unexplained student absences in conjunction with tutors. • Ensure necessary checks are made on missing students and to support the effective administration of the 'N' Code follow up procedure. • Monitor pupils' attendance to all lessons and flag any anomalies to ensure every student is accounted for and safeguarded at all times. • Report any concerns regarding safeguarding and attendance to the relevant person(s) in school. • To identify and investigate any register anomalies ensuring all records are accurate and up to date throughout the course of the school day and follow school protocols for addressing such anomalies. • Identify risk and reduce truancy/children absconding and support the implementation of appropriate plans. |

| | |
|---------------------|---|
| | <ul style="list-style-type: none"> • To contact parents/carers of absent pupils on their first day of absence and any subsequent days. • To work collaboratively with external agencies, when required, to improve attendance. • To follow multi agency checks and plans (eg Social Care) to make professionals aware of vulnerable students attendance/absence. • Ensure that student information is logged and/or filed efficiently. <p><u>Specific Stakeholder Responsibilities</u></p> <ul style="list-style-type: none"> • To maintain constructive relationships with parents/carers when exchanging information, facilitating support for their child's attendance, access and learning and supporting home to school and community links. • Liaise effectively with stakeholders via telephone, email and or written letter to provide any support needed to improve their child's attendance and advising parents/carers about their legal responsibility to ensure their child attends school on a regular basis. • Support home visits to parents/carers and students, where appropriate and necessary to improve pupil attendance, ensure student welfare and ensure that all students are safeguarded effectively. When required bring them into school. • Make initial contact with parents/carers regarding to student illness/injury; maintaining patience, tact and sensitivity are required when making these calls. • Reply to parents/carers requests for information or queries in writing and by telephone. <p><u>Specific Colleague Responsibilities</u></p> <ul style="list-style-type: none"> • To support weekly meetings with Pastoral Colleagues and plan to support improvement in the attendance and punctuality of individual students. • To support half termly meetings with the Assistant Headteacher to review whole school attendance and punctuality. • Obtain explanations for unexplained student absences in conjunction with tutors. <p><u>Specific Administrative Responsibilities</u></p> <ul style="list-style-type: none"> • The post holder is responsible for ensuring that attendance data is accurately maintained. • Making decisions on whom to inform of the information given. • Daily update systems with reasons for absence, contact home for unknown absences, messaging regarding lateness to school. • The information held on the attendance system should be accurate to ensure that Raise-on-line, used for external reporting and assessment of attendance, including Ofsted, accurately represents student attendance at the school. • Will refer to and adhere to all internal protocols and procedures pertaining to the attendance role. • Produce and post up-to-date information on attendance notice boards, to ensure that staff and students are kept updated on attendance matters and produce attendance information for key school events. • Record and file medical letters and provide updates as required. • Administration of Arbor to ensure the register is completed and exclusions recorded accurately. • Manage distribution, collation and responses to holiday absence request letters. • Update attendance tracker with attendance figures from Arbor. • Provide KPI figures. • Ensure that student information is logged and/or filed efficiently. |
| Other Duties | <ul style="list-style-type: none"> • To carry out the duties in the most effective, efficient and economic manner available. • To continue personal development in the relevant area. • To participate in the staff review and development appraisal process. • To support the development and promotion of an image which is consistent with the aims of the school. • Provide general clerical/admin support, when necessary, for example, photocopying, filing, faxing, completing standard forms, responding to routine correspondence. |



| | |
|--|---|
| | <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, safeguarding, security, confidentiality and data protection, reporting all concerns to an appropriate person. • Commitment and support to ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as may be reasonably directed. |
| Communications | <ul style="list-style-type: none"> • To maintain effective links throughout the school. • To communicate and consult with other staff and pupils. • To promote a positive service to both staff and pupils. • To communicate and co-operate with internal/external individuals and bodies as appropriate. • To follow agreed policies for communications within the school |
| Health and Safety Training | <ul style="list-style-type: none"> • To undertake Health and Safety Training on areas within the designated work area • During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy |
| School Ethos | <ul style="list-style-type: none"> • Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example • Promote actively the school's corporate policies • Comply with the school's health and safety policy and undertake risk assessments as appropriate |
| SIGNATURES | |
| <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.</p> <p>Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>Signed</p> <p>(Attendance Officer)</p> <p>Dated</p> <p>(Attendance Officer)</p> </div> <div style="text-align: center;"> <p>Signed</p> <p>(Headteacher)</p> <p>Dated</p> <p>(Headteacher)</p> </div> </div> | |
| SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE | |
| <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> | |

PERSON SPECIFICATION

Attendance Officer

| Aspect | Essential / Desirable |
|---|-----------------------|
| Understand procedures with regard to Safeguarding | E |
| 3 GCSE's A*- C including Maths & English | E |
| Educated to Degree Level | D |
| Relevant NVQ3 or evidence of the equivalent QCF credit value | D |
| Demonstrate an ability to cope with stressful / conflict situations | E |
| Experience of using Microsoft Office – Word, Excel, Office, Arbor etc. | D |
| Be aware of Best Practice with regard to working with young people | E |
| To be able to work in an environment where trust and confidentiality are utmost important | E |
| Previous experience of working within a similar role | D |
| Experience of dealing with parents/carers and outside agencies | E |
| Strong communication skills | E |
| Strong interpersonal skills | E |
| Be prepared to undergo Continue Professional Development | E |
| Able to work as part of a team | E |
| Able to work on own initiative | E |
| To be able to work under pressure and to tight deadlines | E |
| Able to empathise with pupils | E |
| Able to enthuse pupils to succeed | E |
| Strong work ethic | E |
| PERSONAL QUALITIES | |
| Excellent attendance and punctuality | E |
| Tact and a sense of humour | E |
| A personal and friendly nature | E |
| APPLICATION | |
| Accurate completion of school or online application form | E |
| Letter which addresses person specification, evidence in letter and application | E |
| High standards in spelling and writing | E |
| LEGAL ISSUES | |
| Legally entitled to work in the UK | E |
| Enhanced DBS Clearance | E |
| Valid UK Driving Licence, access to a vehicle with business insurance | E |

Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Charlotte Davies, who will arrange a suitable time: 01257 478733.

Application process:

To apply, please use the TES, MyNewTerm, Teaching Vacancies or School application form.

Advertising date: 19th December 2025
Closing date: 12th January 2026 at 9.00 a.m.
Short listing: 12th January 2026
Interview date: 15th January 2026

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the [School Website](#)

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.

