



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER



CHILDWALL  
SPORTS &  
SCIENCE ACADEMY

LYDIATE  
LEARNING TRUST

# Applicant Information Pack

## Attendance Officer

### Childwall Sports & Science Academy



<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date:</b>	<b>5:00pm, Sunday 21 June 2026</b>
<b>Shortlisting:</b>	<b>Monday 22 June 2026</b>
<b>Interview Date:</b>	<b>Thursday 25 June 2026</b>
<b>Post Scale:</b>	<b>NJC SCP 4 - 6</b>
<b>Salary:</b>	<b>£25,185 - £25,989 FTE</b> <b>Pro Rata £21,855 - £22,553</b>
<b>Contract Term</b>	<b>Full Time/Term Time plus INSET days</b> <b>Permanent</b>



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## Welcome from the Headteacher



Dear Applicant,

Thank you for your interest in the position of Attendance Officer. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

We are seeking to appoint an inspirational Head of Humanities who is dynamic, creative, and ambitious to join our dedicated team of teachers and staff supporting our vibrant students.

The successful candidate will demonstrate enthusiasm for teaching Humanities and the ability to deliver engaging and challenging lessons that inspires and enables learners to reach their individual potential.

Childwall Sports & Science Academy is a vibrant, ambitious, and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming, and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Warmest wishes,

**Dr A Thomas**  
**Head of School**

## About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas, and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

## Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas, and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words, and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

## Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

### ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

### ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

### EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency, and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

## We can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jobs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

## Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

## Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete the Equal Opportunities Form during the application process.

## How to apply

If you are interested in joining us on our journey, please apply by completing the online application form on our [career site](#).

## Job Description – Attendance Officer

<b>Purpose</b>	To support and improve student attendance and punctuality through effective monitoring, intervention, and partnership working, ensuring compliance with statutory requirements, and enabling all students to fully engage in their education.
<b>Reporting to</b>	Attendance Manager
<b>Salary</b>	NJC SCP 4 - 6
<b>Working Time</b>	37 hours per week with 30-minute unpaid lunch break. Monday-Thursday 8:00am –4:00pm / Friday 8:00am –3:30pm

### Key Responsibilities

- Input attendance data and investigating any missing data, and maintaining accurate attendance records, unexplained lesson absences.
- To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- To record student absences and late arrivals on electronic registration systems, maintaining accurate attendance records.
- To make initial enquiries with parents/carers regarding unexplained absences/lateness - including first day response.
- To assist the Attendance Manager in training colleagues in the effective use of attendance systems.
- To support the attendance manager in the effective organisation and supervision of Late Detentions.
- To support the Attendance Manager and Pastoral leaders in celebrating success regarding attendance.
- To monitor the attendance of students referring concerns to SLT, Pastoral Leaders, Attendance Manager and the safeguarding team as appropriate.
- Promote good attendance within the school.
- To process and action student holiday requests.
- To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.
- To assist the Attendance Manager with the administration of referrals to the education welfare service/issuing of penalty notices.
- To undertake routine liaison with external agencies regarding attendance – e.g.: EWO/Attendance Services, Alternative Education Provision, providers.
- To assist the Attendance Manager in visits to Alternative Education Provision, providers as requested.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Responsible for identifying attendance issues and patterns of absence/late arrivals.
- Contact with parents over all aspects of attendance including written correspondence when required.
- Liaise with external agencies over persistent absence or other attendance issues.
- Attend meetings with external agencies and parents as required.

- Complete administration task as directed by the line manager.
- Conduct home visits as directed by the Attendance Manager.
- To engage with Performance review/Parents Evenings.
- To support the Attendance Manager in the formal processes of removing students from role as appropriate.

### General Responsibilities

- Familiarise yourself with and conform to school policies and procedures.
- Attend and engage with CSSA annual safeguarding training.
- Undertake any other duties as required, commensurate with the post.
- To assist senior leaders in the absence of the Attendance Manager.
- To prepare registers in the event of fire evacuation.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school and Trust policies and procedures (including those relating to Appraisal, Equal Opportunities, staff code of conduct, Health and Safety, confidentiality, and data protection) and uphold the ethos of the school.
- To engage in the use of restorative language and restorative approaches when conversing with students and parents.
- To fulfil any other tasks reasonably requested by the line manager and Headteacher, for example support the administration team in the event of staff absence.

### Success Criteria

- Continued improvements in student attendance.
- Continued improvement in punctuality.
- Reduction of students with Persistent absence.
- Attendance is at least in line with National Averages across all cohorts within the Academy.
- Positive relationships with all stakeholders.
- Children on role at our Academy are safe.
- Initiatives to improve attendance and punctuality are successful and this success is celebrated.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

## Person Specification – Attendance Officer

Qualifications & Training	
• Good standard of general education (e.g. GCSEs or equivalent), including English and Maths.	E
• Willingness to undertake relevant professional development and training	E
• Administrative or attendance-related training	D
• Safeguarding training or willingness to complete immediately	D
Experience	
• Experience of working in an administrative role	E

• Experience of maintaining accurate records and data input systems	E
• Experience of dealing with parents/carers or the public professionally	E
• Experience of working within a team environment	E
• Experience working in a school or educational setting	D
• Experience using electronic attendance systems (e.g. SIMS)	D
• Experience of working with external agencies (e.g. EWO, attendance services)	D
• Experience supporting attendance improvement strategies	D
<b>Knowledge &amp; Understanding</b>	
• Understanding of the importance of school attendance and punctuality	E
• Awareness of safeguarding and child protection responsibilities	E
• Knowledge of data protection and confidentiality requirements	E
• Awareness of administrative processes and procedures	E
• Knowledge of attendance legislation and statutory guidance	D
• Understanding of persistent absence and strategies to improve attendance	D
• Awareness of restorative approaches when working with families	D
<b>Skills &amp; Abilities</b>	
• Strong organisational skills with attention to detail	E
• Ability to manage and prioritise workload effectively	E
• Accurate data entry and record-keeping skills	E
• Good communication skills (written and verbal)	E
• Ability to build positive relationships with students, staff, and parents	E
• Ability to handle sensitive situations with professionalism and discretion	E
• IT proficiency, including use of databases and Microsoft Office	E
• Ability to analyse attendance data and identify trends	D
• Confidence in conducting meetings or speaking with parents about attendance concerns	D
• Ability to support training or guide colleagues in system use	D
<b>Personal Attributes</b>	
• Professional, reliable, and punctual	E
• Commitment to promoting high attendance and student welfare	E

• Ability to work both independently and as part of a team	E
• Positive and proactive approach to problem-solving	E
• Resilient, calm, and able to deal with challenging situations	E
• Commitment to safeguarding and promoting the welfare of children	E
<b>Other Requirements</b>	
• Willingness to undertake home visits where required	E
• Full driving license and access to own transport with Business Insurance.	E
• Ability to attend meetings, parents' evenings, and training sessions	E
• Commitment to school policies, procedures, and ethos	E
• Willingness to work collaboratively with internal and external stakeholders	
<b>Essential Requirements (*following an initial offer of appointment)</b>	
• Positive recommendations from all referees, including current employer	E
• Enhanced DBS	E
• Medical clearance *	E