



ADVANTAGE
SCHOOLS



ELSTOW
SCHOOL

WHY WORK FOR US?

ABOUT ADVANTAGE SCHOOLS

At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.

You'll be working alongside an expert team of colleagues within a forward thinking, collaborative and supportive trust.

We provide sector-leading professional development and offer extensive networking opportunities, and excellent opportunities to develop and grow in a successful and expanding trust.

ABOUT THE ROLE AND YOUR APPLICATION

This post would suit a highly motivated individual whose values are aligned with ours.

You need to want this school to be the best, full stop.

You will be well supported in developing your competencies as a valued member of our team and you'll be working alongside a smart group of friendly and supportive colleagues in order to achieve our ambitions collectively.

To apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

ABOUT ELSTOW SCHOOL

Elstow School is a two - form entry school that achieves good outcomes, has very good behaviour, and superb extra-curricular opportunities. We are a thriving community made up of dedicated colleagues, fantastic children and supportive families.

As part of Advantage Schools we adopt an outward-facing approach, welcoming colleagues from other schools, and hence we have links with the best performing schools.

Our staff have access to some of the best professional learning in the country, all in the name of very high expectations for pupils and staff.



SAFEGUARDING

"The safeguarding and welfare of children is paramount and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residential, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



MEET OUR LEADERSHIP

Dear Applicant,

Thank you for your interest in the vacancy at Elstow School, part of Advantage Schools. This is an exciting opportunity to join a brilliant forward-thinking team to accelerate the achievement of pupils in the school.

We are a two-form entry school with a great reputation and good outcomes. We believe that 'given the right circumstances, all children are capable of extraordinary things'. We are passionate about ensuring the highest quality of education by means of a fully enriched knowledge-based curriculum, training and development for all staff which embodies a high challenge, low threat ethos, and high expectations of behaviour across the school, supported by SLT.

Our school values of 'We care, we share, we do our best' drive what we do every single day to ensure that we give our pupils the best possible education.

Elstow School is different. If you are able to visit you will see a silent address in the playground at the start of the day. This is focused on our values where we always remind the pupils to "work hard and be nice". We have well-managed pupil behaviour and a strong focus on pastoral and inclusive practice, making our children content and secure in school. Observations of teaching practice and lesson quality are managed through Instructional Leadership, which moves away from the formal hour-long lesson observations three times a year. Assessment of teaching is triangulated by learning wander feedback, including the class environment, data and evidence in books.

The school is open and supervised from 7.30am – 6pm, with the teaching day beginning at 8.25am and finishing at 3.30pm.

I began my role as principal in April 2023. My leadership team and I are highly visible, ensuring we are supportive of teachers and maintain currency in our own practice by teaching ourselves. It is the leadership team that address the whole school every morning and ensure the ethos in the school is productive. Colleagues who visit Elstow love seeing the well managed classes and playgrounds as well as the 'open door' philosophy we have to visitors and observers.

If you would like a confidential discussion about the position or to arrange a visit, please contact Seran Haskins on 01234 302300 or via email shaskins@elstowschool.co.uk. I would be delighted to show you around the school and speak with you prior to/during your application.

Yours sincerely,

Mrs Sarah Ciantar
Principal | Elstow School



ABOUT ELSTOW SCHOOL

OUR APPROACH TO EDUCATION

We believe, given the right circumstances, all children are capable of extraordinary things.

We take our trust values of Aspiration, Respect and Honesty very seriously. They underpin our routines, our curriculum, and what we strive to develop in our pupils. Each week, a whole-school assembly focuses on discussions about the news, about how we do our best, and on ways that we celebrate and reward excellent effort.

We work hard on our culture in which the highest expectations and aspirations surround all of our pupils, delivering on our families' demand for excellent educational opportunities. It is particularly important to us that celebrations include opportunities for parents to be present - and this is through invitations to witness certificates given to children in each class on Friday mornings for achievement and for showing value-driven behaviour. Our children all shake hands to receive their award and teachers delight in explaining to parents why they have been chosen.

In turn, we expect our pupils to work very hard to meet the high expectations that the school and parents have of them. Our aim is that pupils who come to Elstow School break through any barriers and achieve their full potential.

We believe that young people are entitled to access the best that has been thought and said.

So our focus is on what pupils learn. We focus on academic subjects ensuring that by age 11 our pupils are exceptionally knowledgeable.

Our extensive professional learning offer to staff means that we attract and retain some of the best-trained teachers and support staff in the country.

We believe in routine and structure so that our pupils learn a lot, and our teachers are able to teach, uninterrupted by distractions.



ADVANTAGE SCHOOLS VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.



AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.



EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



We are in the process of a big benefit review. Watch this space!



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

EDUCATIONAL PARTNERSHIPS



CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues.

Additionally, we offer a wide range of CPD training through various partnerships and platforms, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

RECRUITMENT BOOKLET



ELSTOW
SCHOOL



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Attendance Officer

We are looking to recruit an experienced and committed Attendance Officer to join our dedicated support team. We are seeking an individual with very high expectations who is passionate about working with young people and is ambitious to see them achieve. You will be a resilient team player with a can-do attitude, will be flexible, organised and able to use your own initiative and problem-solve.

The role involves collecting, recording, monitoring and reporting data on attendance and punctuality, and supporting our pastoral work to improve and maintain these in support of students so that they achieve the very best outcomes from their time at school.

We are dedicated to providing an outstanding education to every child. Our lovely students, hardworking teachers, and supportive parents create a community that is committed to excellence in all areas of education.

Joining Elstow School as an Attendance Officer is a fantastic opportunity to be part of our story – providing transformational experiences for thousands of pupils, developing our staff to be the very best they can be, and influencing the wider system by demonstrating first-hand what is achievable

The successful candidate will have

- English/Maths at GCSE grade A-C or equivalent
- Experience of managing/monitoring Attendance in a school environment - desirable
- Experience of working effectively with people from diverse backgrounds and how to promote equality and diversity within the job role
- Evidence of establishing effective relationships with staff, pupils and other stakeholders
- Understanding of confidentiality and data protection matters
- Ability to communicate effectively and confidently face-to-face, on the telephone and in writing
- Strong IT skills (Knowledge of any MIS or CPOMS desirable)
- Ability to work on own initiative, has drive, energy and vision, is efficient, methodical and organised and calm under pressure
- A resilient character with a flexible approach to work

JOB SPECIFICS

Start date: 1st September 2026

Salary: AS 4-6 FTE £25,495-£26,298 dependent on experience. Actual pro rata salary £22,124-£22,821

Contract: Permanent, Full time, Term time + 5 INSET days, 39 weeks per year, 37 hours per week, Monday – Thursday 9am- 5pm, Friday 9am- 4:30pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date



JOB DESCRIPTION

Job Title: Attendance Officer

Reports to: Principal

Overall Responsibilities:

- To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To

work closely with pupils, staff, parents and careers to reduce levels of absence and act appropriately when persistent absence becomes a safeguarding issue

- 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 Education Welfare Officer, local authorities/other external agencies and partners
- To manage any safeguarding issues regarding attendance as directed by the Designated Safeguarding Lead

Job Context:

Works within the school, encouraging good attendance and recognising students with poor attendance on a daily basis and working with them and their families to improve their attendance at school

Main Duties:

- Support all members of staff (but in particular class teachers, the Pastoral team, phase leaders and the Education Welfare Officer) in the continuing efforts to raise and sustain attendance and punctuality levels through the maintenance and control of information gained through electronic registration, checking that registers are taken correctly and following up any queries or issues
- Operate the school's Management Information System (MIS) for the development and production of reports and analysis of information of attendance statistics
- Ensure that families are contacted on the first day of a pupil's absence in accordance with the school's

Attendance Policy

- Responsible for the authorisation of absences procedure and entry of data. This will include the responsibility for decision making and the undertaking of authorisation of absences and punctuality in accordance with the Registration Regulations following receipt of information from home, as well as taking appropriate action upon information gained on attendance issues



- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Follow the absence procedures and sending absence letters, referral and Penalty Notices etc
- Request Penalty Notice's by the online portal as required
- Administer student holiday requests forms and communicate in writing with the parents whether the leave is authorised or not authorised
- Meet regularly with the Senior Leadership Team and Education Welfare Officer to consider patterns of absences and lateness and to suggest strategies for improvement
- Prepare regular attendance statistics required by the school, Local Authority and Department of Education, using a range of applications
- Work with school leaders to develop and revise the school's attendance policy
- Prepare various other reports, as and when required using the MIS
- Manage rewards, certification and initiatives for pupils
- Undertake general administrative duties as required

Monitoring and reporting

- Produce and interpret attendance data for school leaders and Education Welfare Officer, 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
- Accurately input absences, including reasons for absence into the school MIS
- Monitor attendance, interpret statistical data to identify issues / Patterns of non-attendance with individual students
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- Work with Education Welfare Officer in gathering school attendance data for register checks and Persistence Absence
- Communicate with school staff to update them on student attendance
- Meet with Education Welfare Officer and School Leads on attendance matters
- Produce a daily absence list for use in a fire call where required
- To log incidents on CPOMS as required



Working with parents/carers

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Act as first line contact to parents/carers in relation to attendance and truancy
- 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. Participate in attendance team meetings with the Education Welfare Officer and attend any training as required.

Statutory duties

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations.

Safeguarding

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.

Equality and Diversity

To be responsible for promoting equality and diversity in line with School procedures.

Health and Safety

To be responsible for following health and safety requirements in line with School policy and procedures and to act as a fire warden or first aider as required.

GDPR – Data Protection

To be responsible for following GDPR requirements in line with School policies and procedures.

Training and development

To participate proactively in training and development including qualification development required in the job role.



Please note that the above list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the Attendance Officer will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal/SLT or Designated Safeguarding Lead.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> English/Maths at GCSE grade A-C or equivalent 	<ul style="list-style-type: none"> Previous experience of working in a school environment. Previous knowledge and experience of Attendance in a school environment. First degree. RSA II or above Word. Processing, EDCL or ITQ level 2 or equivalent. Safeguarding Training Equality and Diversity training Managing medication training First Aid training
Knowledge/Experience	<ul style="list-style-type: none"> Previous education experience required Experience of working effectively with people from diverse backgrounds and how to promote equality and diversity within the job role Evidence of establishing effective relationships with staff, pupils and other stakeholders Working knowledge of Microsoft Office, databases and a willingness to tackle complex word processing tasks and report preparation. Understanding of confidential and data protection matters Ability to source relevant information for problem solving and decision making 	<ul style="list-style-type: none"> Experience of managing/monitoring Attendance in a school environment Knowledge of any MIS Knowledge of CPOMS including management of the system Experience of minute taking Experience of operation a telephone system and telephone management system



Skills/Abilities

- Ability to consistently create a welcoming and supportive environment for students and/or visitors
- Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution whilst also having the confidence and strength of character to make decisions based on available information
- Ability to promote the school's reputation and carry out school business appropriately and professionally at all times
- Ability to communicate effectively and confidently face-to-face, on the telephone and in writing
- Ability to form and maintain good working relationships and must be punctual and reliable
- Ability to produce documents that are grammatically correct, proofread and spell checked
- Ability to priorities own workload and juggle a range of tasks and deadlines effectively communication changing priorities to those involved
- Ability to work on own initiative, Drive, Energy and vision
- Efficient, methodical and organised
Calm under pressure
- Reliable with a high dress of confidentiality and integrity



Special Requirements	<ul style="list-style-type: none">• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults• Willingness to continuously update skills and knowledge.• Awareness of Health & Safety requirements relevant to the job• Must be a resilient character with a flexible approach to work	
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