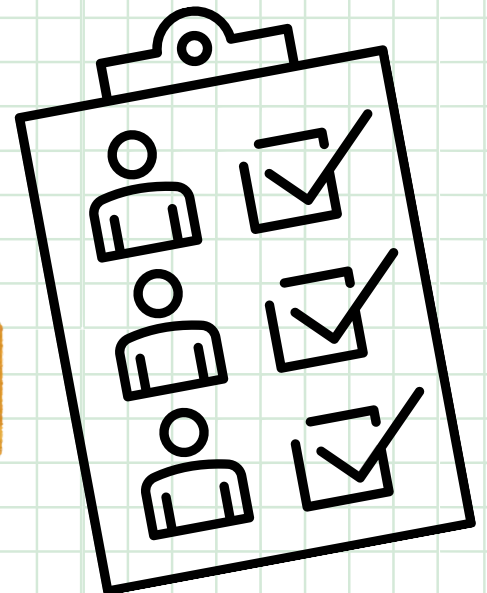


Wootton  
Academy Trust

# ATTENDANCE COORDINATOR

*Job Pack*



# Welcome

## from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the post of Attendance Coordinator at Wootton Academy Trust.

We are at an incredibly exciting time in our development. This September, Wootton Upper School will become Wootton Academy, a Year 7 – 11 secondary and grow from 850 to 1150 students. In addition, our popular and oversubscribed sixth form Kimberley College will also change as it focuses on getting students into the country's top universities and degree apprenticeships. The opportunities that come from this are huge, and we need to grow our staff body in key subjects as a result.

Both settings have been inspected in recent times and found to be "Good" across the board – Wootton in November 2024, and Kimberley in May 2023. Teachers can get on and teach because students behave and work hard.

However, we have lots of things we must do better right now for our students and the wider community. We want to run superb schools with great outcomes for all students, enabled by a high-performing, happy staff body, and a reputation as a great place to learn and work. We are working hard to build a strong culture based on great attendance and behaviour by students. And we are developing a curriculum that is ambitious and knowledge-rich, recognises the importance of subject disciplines, and immerses students in the best that has been thought and said.

If you share our passion for knowledge and handing it on to future generations, and are motivated to find out more about us, then please visit our website or get in touch with us for a chat. We'd love to show you around and have you see for yourself a place where teachers can teach and students work hard. Details of the application process are at the end of this recruitment pack.

We look forward to receiving your application.

Yours sincerely,



Mark Lehain  
Executive Headteacher

# About WAT

## TRUST VALUES

Wootton Academy Trust is committed to the pursuit of **excellence**, with an unrelenting drive to ensure that every student makes great progress, achieves exceptional standards and realises their potential.

It is important to us that all students are able to access a wide range of **enrichment** activities in our academies, to realise their full potential and to be able to operate with great **independence** in adult life. Therefore, we are committed to providing all students with lots of diverse **opportunities** including developing their awareness of the importance of British values, of upholding the rule of law, tolerance, respect, democracy and **equality**.

We are committed to providing our students with skills to enable them to play active roles in our **community** and in the wider networks in which we all operate, in **partnership** with others.





*"The pursuit of excellence underpins everything we do"*



Our **vision** is to operate academies which are genuinely inclusive; Wootton Academy Trust (WAT) strongly believes that its provision should be judged by how its academies nurture the most vulnerable students in their communities to maximise their future social mobility.

We operate caring and supportive communities where everyone is encouraged to flourish. We are committed to providing all our learners the best education possible. We, therefore, nurture high aspirations and work collaboratively with others to provide outstanding opportunities.

It is important to us that everyone knows they are valued, and we will celebrate each student's individual journey as they take their next steps, well prepared for life in modern Britain.

# Attendance department

The Attendance Team at Wootton Academy Trust plays a vital role in promoting positive attendance, punctuality, and student welfare, ensuring that all students are able to fully access their education in a safe and supportive environment. Attendance is a key safeguarding priority, and the team works proactively to identify concerns early and provide timely support to students and families.

The Attendance Co-ordinator works closely with the Attendance and Welfare Officer and the wider Safeguarding and Pastoral Teams to monitor attendance, follow up absences, and maintain accurate records. The role involves building positive relationships with parents/carers, making first-day absence contact, and supporting families to overcome barriers to regular school attendance.

Collaboration is central to the role, with regular liaison with internal staff, external agencies, and parents/carers to ensure a coordinated approach to attendance and welfare concerns. The Attendance Co-ordinator contributes to early intervention strategies, supports reintegration following absence, and helps reduce persistent absenteeism.

Key responsibilities include:

- Monitoring daily attendance and punctuality and following up absences promptly
- Communicating effectively with parents/carers regarding attendance concerns
- Maintaining accurate attendance records and reports
- Supporting early intervention and safeguarding processes linked to attendance
- Working collaboratively with pastoral staff to support vulnerable pupils

The Attendance Team is committed to fostering a culture of high expectations, consistency, and support, where attendance is valued and students feel safe, supported, and encouraged to engage fully in school life.

# Key Facts

	 Wootton Upper School	 Kimberley Sixth Form
Last Ofsted	Nov 24	May 23
Ofsted Judgement	Good in all areas	Good
PAN	297 students 10 forms of entry	350 students (2024)
Year Established	1975	2013
Type of School	Converter Academy part of Academy Trust	Sixth Form Free School part of Academy Trust
Age Range	13-16	16-19
Number of Students on Roll	875 (rising to 1150 in September 2026)	750
Number of Students in Sixth Form	N/A	As above
% of SEND Students	16%	6%
% of EAL Students	7%	18%
% FSM Students	18%	7%
% of Pupil Premium Students	21%	8%
School Website	<a href="https://www.woottonupper.co.uk/">https://www.woottonupper.co.uk/</a>	<a href="https://www.kimberleycollege.co.uk/">https://www.kimberleycollege.co.uk/</a>



# About the role

The Attendance Coordinator plays a vital role in supporting the Attendance and Education Welfare Officer to reduce levels of absence and increase punctuality by working with staff, students and their families to promote high levels of attendance.





# Job Description

Job Title	Attendance Coordinator
Reporting to	Attendance and Education Welfare Officer
Line Management responsibility	n/a
Hours	37 hrs per week - Term time only (incl. 5 training days) Monday - Thursday 8.00am - 4.00pm Friday 8.00am - 3.30pm (30 mins unpaid lunch break each day)
Location	Wootton Upper School
Salary Scale	Level 3C, Point 6-9 £25,989 - £27,254 per annum, pro rata (Actual salary £22,329.08 - £23,416.14 per annum)











## 1. Accountabilities:

- Ensure registers are completed, attendance data is recorded accurately and in a timely manner. Follow up discrepancies as required.
- Maintain high-quality daily communication with parents/carers regarding student absence and punctuality, including first-day absence contact by phone or text, and preparing absence-related correspondence in consultation with the Attendance and Welfare Officer and wider Pastoral team.
- Monitor the welfare of students through communication with students and parents regarding their attendance and monitor the return of students who have been absent ensuring a smooth return by working collaboratively with other staff.
- To extract absence reasons, form various communication methods, ensuring that accurate records are kept of all communication including entering all absence communication, evidence of medical appointments and recording lateness.
- Support and encourage punctuality/regular high attendance in order to reduce the number of persistent absentees and be alert to when persistent absence becomes a safeguarding concern and early help may be required.
- Support the Attendance and Welfare Officer to co-ordinate, plan and carry out home visits, including cold calling, lone visits and joint visits.
- Supporting punctuality will involve supervising and recording students arriving late and supporting sanctions for lateness including late reports and contact with parents/carers regarding corrections.
- Act as first point of contact for student enquiries and support including storage and administration of medication, bus passes and signing students in and out of school.
- Administer appropriate care for sick or injured students. Contact parents/carers if students are to be sent home or to hospital.
- Report and record all student accidents as required.
- Produce am/pm registers for all classes in the event of a fire.
- Support the Attendance and Education Welfare Officer to implement attendance incentive schemes.
- Provide reports for Year Leaders to share weekly with students to recognise positive attendance.
- Utilise Excel to analyse data to prepare and analyse attendance reports to inform next steps planning.
- To maintain and update the Attendance notice board.

## 2. General Duties:

- To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.
- To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, students or anybody else on Wootton Academy Trust's sites and away from the sites on school trips and visits.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To be responsible for following health and safety requirements in line with Trust policy and procedures.
- Undertake further training as required for your areas of responsibility, including First Aid and Fire Marshall training.
- Undertake any other duties of a similar level and responsibility as may be required

# Person Specification

	CRITERIA In assessing these criteria, the focus will be on demonstration of the necessary experience/knowledge to fulfil the overall strategic function as IT and Digital Innovation Lead	ESSENTIAL (E) DESIRABLE (D)		WHERE ASSESSED
		E	D	
A	QUALIFICATIONS			
1	Educated to GCSE level with a minimum of 5 passes A* to C grades including English and Maths or equivalent.			A
2	Level 3 or higher qualifications.			A
3	First Aid qualification or a willingness to undertake the training.			A
B	EXPERIENCE			
4	Experience of working within an administrative environment.			A, I, R
5	Experience of working within a school environment.			A, I, R
6	Experience of working with families, parents/carers.			A, I, R

C	KNOWLEDGE, SKILLS & ABILITIES			
7	Ability to remain calm under pressure and work to tight deadlines, managing competing priorities.			A, I, R
8	Ability to maintain resilience, understanding and positive thinking.			A, I, R
9	Ability to relate well to children and adults			A, I, R
10	Ability to work both independently and as part of a team.			A, I, R
11	Ability to manage challenging situations appropriately and confidentially.			A, I, R
12	Methodical and accurate with strong attention to detail.			A, I, R
13	Excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy.			A, I, R
14	Excellent telephone manner.			A, I, R
15	Excellent ICT skills including experience of using Microsoft Office e.g. Word/Excel.			A, I, R
16	Ability to work within established procedures with minimal supervision.			A, I, R
17	Ability to maintain confidentiality.			A, I, R



18	Knowledge of SIMS			A, I
19	Knowledge of statutory attendance policies and requirements.			A, I
20	Knowledge of Excel to analyse data and formulate next steps.			A, I
<b>D</b>	<b>PERSONAL COMPETENCIES AND QUALITIES</b>			
21	Enthusiastic and self-motivated.			A, I
22	To be supportive, understanding and flexible.			A, I
23	Confidential and professional at all times.			A, I, R
24	To have a passion for “making a difference” and ensuring student life opportunities are enhanced.			A, I
25	Willingness to be flexible and to meet the needs of Wootton Academy Trust.			A, I
26	Commitment to promote the welfare and safeguarding of children and young people.			A, I
27	Commitment to personal development.			A, I

Key: A = Application I = Interview R = References

**PLEASE NOTE:** The Selection Panel will use the Person Specification criteria above to shortlist. Please demonstrate how you meet the criteria in order to be shortlisted



## EMPLOYEE BENEFITS



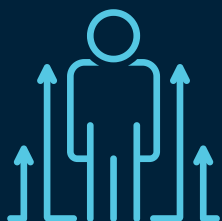
- COMPETITIVE SALARIES



- TPS AND LGPS DEFINED CONTRIBUTION PENSION SCHEMES



- A COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAMME



- HIGH QUALITY CPD PATHWAYS



- GENEROUS HOLIDAYS



- AN EXCEPTIONAL ECT INDUCTION PROGRAMME



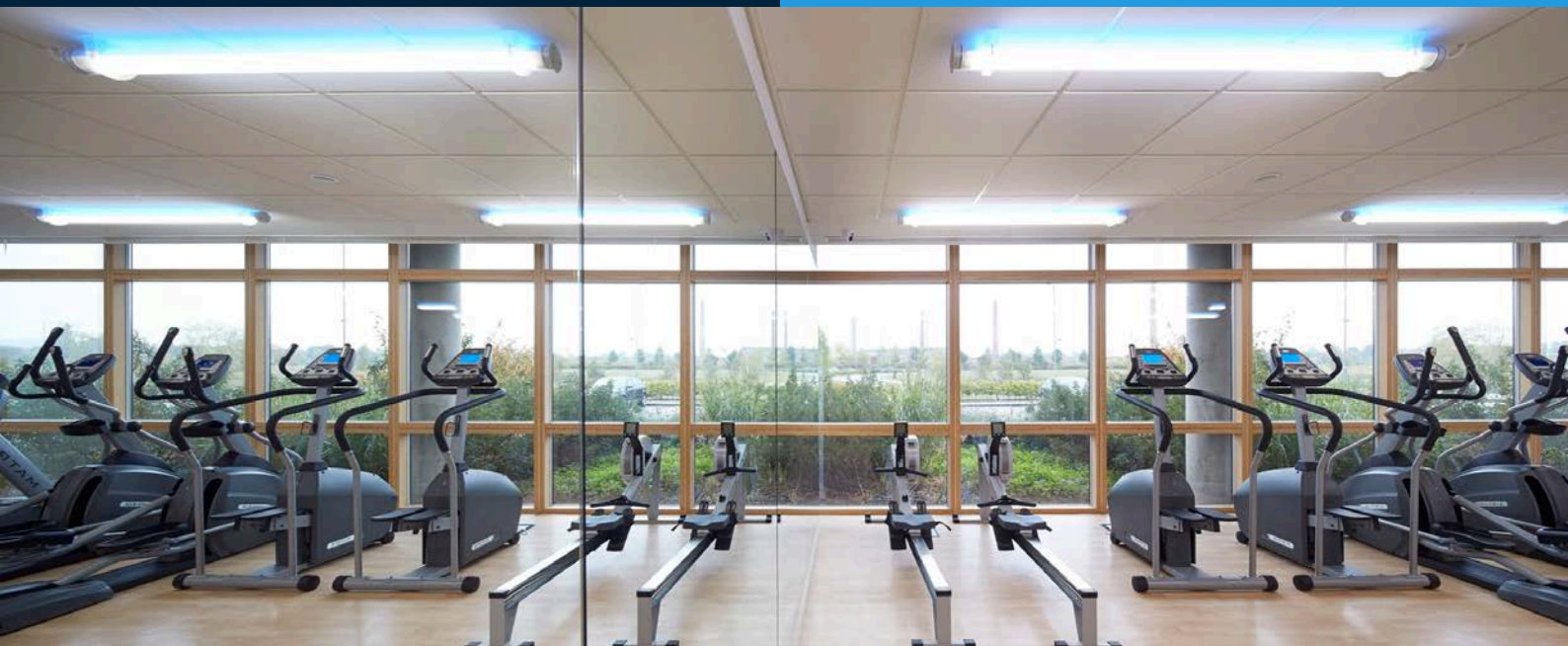
- FREE GYM AND SHOWER FACILITIES



- INDIVIDUAL DIGITAL DEVICES FOR STAFF



- ON-SITE COFFEE SHOP





# How to Apply

## APPLICATION PROCESS

To apply, please send the completed Application Form via My New Term:  
<https://mynewterm.com/jobs/5411/EDV-2026-WAT-12756>

Your supporting statement should demonstrate how you meet the requirements set out in the Person Specification.

## CLOSING DATE

Thursday 29 January 2026. Please apply at the earliest opportunity. We reserve the right to close the vacancy early should we receive applications from outstanding candidates.

## INTERVIEWS

Shortlisting will take place upon receipt of applications.

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.



## **NOTIFICATION & FEEDBACK**

Candidates who have been interviewed will be notified of the outcome as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will also be given constructive feedback.

## **SAFEGUARDING**

The Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of the leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

## **DATA PROTECTION**

As part of our recruitment process, Wootton Academy Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit the school's website.

# Thank you for your interest

