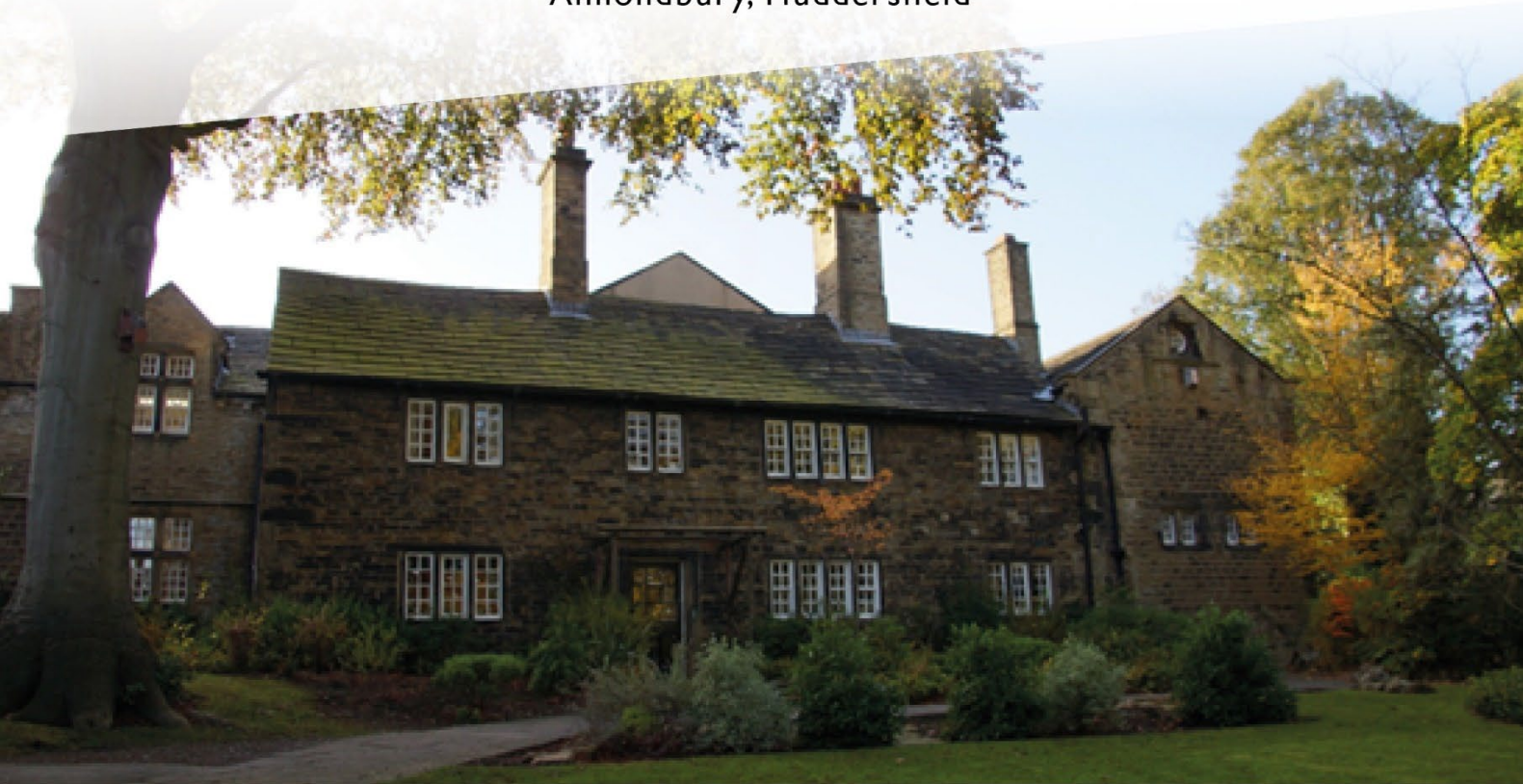


# King James's School

Almondbury, Huddersfield



**Attendance Officer**

**Applicant Information Pack**

St Helen's Gate  
Almondbury, Huddersfield, HD4 6SG  
01484 412990

# Welcome to King James's School

Thank you for taking an interest in joining our school. King James's School is an extremely popular & successful 11-16 mixed comprehensive, serving south-eastern Huddersfield and surrounding villages.

The essence of our school is built around three Hs:

- our distinguished **History**;
- our **Holistic provision**, which develops students both academically and pastorally;
- our **High expectations** and **aspirations**.

Our ethos, summarised in the King James's Way, demands the best from everyone through key values:

- Kindness and compassion
- Inclusion and tolerance
- Nurture and innovation
- Greatness and aspiration

We pride ourselves on being a superb staff team who are highly professional. We all have a passion for learning and are committed to inspire and support all our students to be successful and to develop into confident young adults ready for life after King James's School.

We are committed to safeguarding our students and this is evident in our recruitment processes. We ask all applicants to provide us with two references, which will be obtained prior to any interview. In addition to this, we will also carry out online searches for all shortlisted candidates as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

I really hope that once you have read through this information pack that you apply to lead our team. Please note the deadline an application is 08:00 on Monday 29 June 2026. If you have any queries please contact my PA, Tracey Brook, via email [staff.tbroom@kingjames.school](mailto:staff.tbroom@kingjames.school).

## Comment from the Principal

Thank you for taking an interest in our amazing school. It has been my greatest pleasure to have been part of our incredible journey over recent years. Having joined the school as an Assistant Headteacher in 2004, I became Vice Principal in 2010 and then became the 28<sup>th</sup> Principal in 2015. I am therefore leaving King James's after having spent 22 years in senior management, 11 of those as headteacher.

During this time, our school has undergone substantial transformation; we have had a significant period of success and remain a highly successful and popular school, with enviable traditions dating back more than 400 years.

It is therefore fair to say that King James's is a unique school, and this is a unique opportunity.



# Comment from the Principal Designate







I arrived at King James's School in 2023 as the Vice Principal in charge of Quality of Education. I have completed many years in school leadership in London.



I am honoured and excited to be taking over as Principal in September and I can honestly say King James's is a special school and this is an exciting time to join us.

Special because we are a community, we are ambitious for the best outcomes but we are also invested in people and in the values of a holistic experience for our students. Exciting because after a very successful Ofsted visit in 2025, the school is very well placed to build on and push forward from very strong foundations.

## Meet the Senior Team

<p><b>Ian Rimmer – Principal</b></p> 		
<p><b>Rebecca Walton – Vice Principal - Pastoral and Safeguarding</b></p> 	<p><b>Ben Streets – Vice Principal - Quality of Education</b></p> 	
<p><b>Stephen McNamara – Senior Assistant Principal - Achievement</b></p> 	<p><b>Kirsty Roden – Director of Finance and Operations</b></p> 	<p><b>Abbi Terry – Assistant Principal - Personal Development</b></p> 

# Our Ethos and Values—The King James's Way

<p><b>At King James's School we value:</b></p> <ul style="list-style-type: none"> <li><b>K</b>indness and Compassion</li> <li><b>I</b>nclusion and Tolerance</li> <li><b>N</b>urture and Innovation</li> <li><b>G</b>reatness and Aspiration</li> </ul>	<p><b>and we make a commitment to be a community which promotes:</b></p> <ul style="list-style-type: none"> <li><b>J</b>oining together and helping each other</li> <li><b>A</b>cademic challenge and opportunities</li> <li><b>M</b>utual respect and shared responsibility</li> <li><b>E</b>ngaging and enriching curriculum</li> <li><b>S</b>afe and secure learning environment</li> <li><b>S</b>trong belief in the wellbeing of everyone in school</li> </ul>
---	---

## KING JAMES'S SCHOOL VALUES

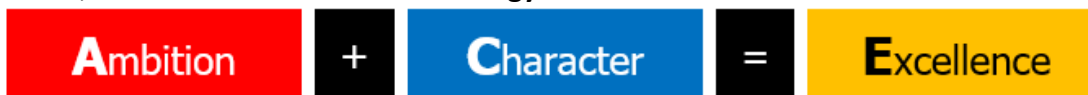


A SCHOOL FOR OUR COMMUNITY



# Our Culture - ACE

Recent times have provided significant challenges for students. The fallout from the pandemic stretches far beyond lost learning. The very fabric of what students are used to, and their confidence in the structures on which they routinely depend, has been severely shaken, leading to significant impact on emotional wellbeing. In order to address these emotional and learning deficits, we have devised our **ACE strategy**.



## Ambition

By providing high-quality experience/opportunity for all, we aim to create an environment in which all students are encouraged to “think big” in order to raise the level of ambition and establish a schoolwide sense of “why not me?”

## Character

Also, in setting clear standards/routines/behaviour norms expected of all students (and staff) around school during lessons/social times, we aim to make explicit “how we do things around here” in order to raise standards in a fair and supportive way.



This vision will be achieved through the delivery of our *Ambition and Character curriculums*.

### **Ambition – provide high-quality experience/opportunity for all:**

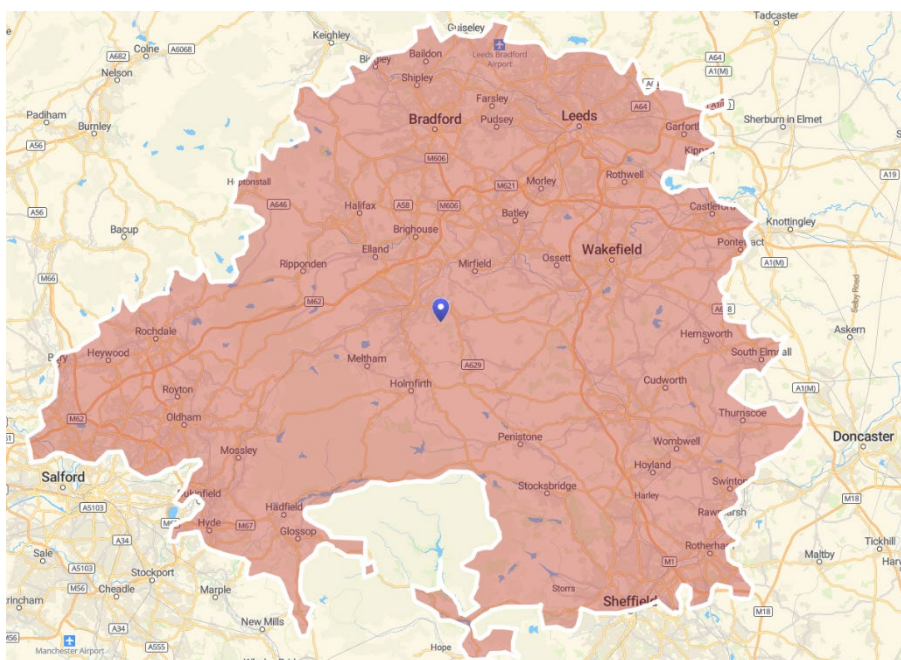
1. Create an environment in which all students are encouraged to **'think big'**, establishing a schoolwide sense of **'why not me'**
2. Expose students to **new experiences** in a variety of contexts
3. Provide students with opportunities which will enable them to become **future leaders**
4. Encourage reflection upon options for **life after King James's** and setting themselves aspirational goals which match their potential

### **Character – establish clear standards/routines/behaviour norms expected of all (staff and students) around school during lessons/social times:**

1. Reflect our core values and ethos, so all stakeholders are clear as to **'how we do things around here.'**
2. Outline the offer we provide to each of our key stakeholders in order to deliver our expectations, routines and the **King James's Way**.
3. Set out the standards, routines, behaviour and character **'norms' we expect of all** our staff and students inside and outside of the classroom.
4. **Set out the standards and routines we expect** from the school community during social times i.e. break and lunches.

# Our Community and Location

Our school is situated approximately 2 miles from the centre of Huddersfield, in a semi-rural position overlooking the Farnley Valley, serving a suburban area and a scatter of villages to the east and south of Huddersfield. We are in an excellent location within easy access to a number of places. This map shows all areas within a 45-minute commute of our school.



Our intake comes predominantly from the priority admission area of Almondbury, Grange Moor, Kirkheaton and Lepton.

We play an important role in our local community from year group charity efforts to promoting local initiatives.



# Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1065
Number of Staff	113
Percentage of students eligible for Pupil Premium	30%
Percentage of students who are children looked after	1%
Percentage of students who require SEND Support	15%
Percentage of students who have an EHCP	2%
Percentage of students with English as an Additional Language	7%
Last Ofsted report	February 2025 'Good'



*Floreat Schola – May the School Flourish*

# Why Choose King James's School?

There are many benefits to working at our school including:

## Pay

- Terms and conditions of employment and salaries at least match national pay and conditions within the education sector.
- Our approach to sick pay and maternity/paternity leave meet or exceed national standards.
- Auto-enrolment into a generous pension scheme – helping you plan for the future

## Flexible working

- Term-time only, part-time and other flexible working patterns are available for a significant proportion of roles.

## PPA

- A minimum of 12½ % PPA for teaching staff - giving you more time for planning and marking

## Refreshments

- Complementary refreshments for those attending evening events
- Breaktime refreshments on INSET days
- Access to a canteen

## Wellbeing

- Up to 3 days paid compassionate leave

## Health

- Onsite counselling service – free and confidential
- Free flu vaccines – helping you to try and stay well
- Free eye tests and contribution to your glasses (*if this is appropriate*)

## Finance

- Access to discount sites through *vivup* – making your money go further
- Parking
- Free onsite parking, with some car charging ports

## What do our staff say about working at KJS?

*It is a superb school with so many positive things going for it*

*The staff are amazing*

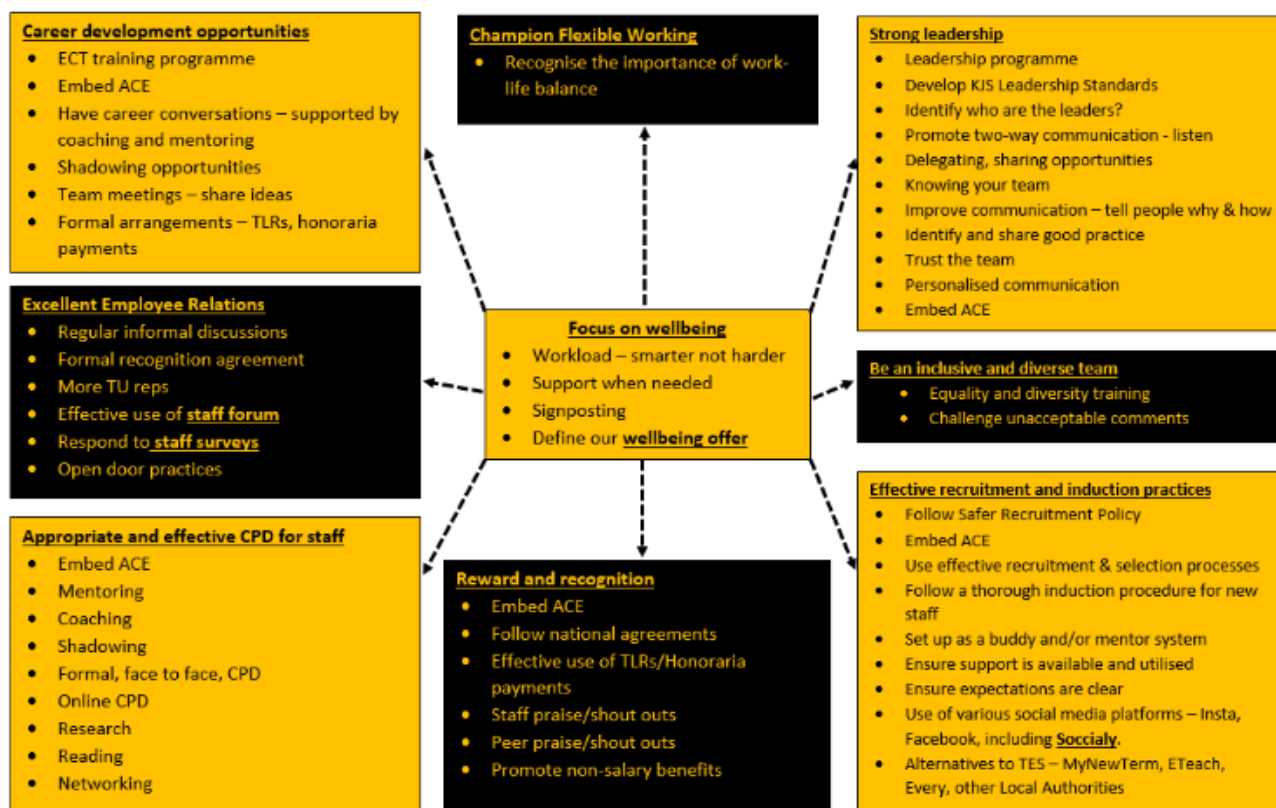
*CPD is available on a wide range of topics to undertake as and when needed*

*A lovely environment to work in*

# King James's School – A Great Place to Work



# What You Can Expect from KJS



## Our Team

Our staff really make our school a special place to work and learn. We value the contribution of each and every individual in school who help us to provide our students with a safe and stimulating learning environment.

We currently have approximately 113 members of staff. We also regularly have student teachers in school, training with our partner organisations such as C&K SCITT and Manchester Nexus SCITT; all of these people play an important role in our success.



We are split into 8 faculties; Business and Computing, Design and Technology, English, Humanities, Maths, Modern Foreign Languages, Performance and Science. We work hard to share best practice within our teams and to provide opportunities for staff to grow and develop whatever their role or career aspirations.

# Our Curriculum and Pastoral System

We have a three-year KS3 which provides a broad and balanced curriculum for all our students. All students take courses in English, Mathematics, Science, Art, Design Technology (including Food and Textile Technology), French, Spanish, History, Geography, Religious Education, Music, Drama, Physical Education, Integrated Studies (personal, social and citizenship education) and Computing.

Students at KS4 will typically be entered for up to 9 GCSEs depending on their 'pathway'.

All students follow GCSE courses in English Language, English Literature, Mathematics and Science. The Science course is worth 2 GCSEs.

Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

Students choose further subjects from a range of other GCSE or vocational courses. Some students may require a more personalised learning and may follow fewer subjects dependant on their personalised needs. The full set of courses currently offered this academic year at KS4 are:

- Art (Fine Art, Textiles, Graphics)
- Business Studies
- Computer Science
- Food Nutrition
- Geography
- History
- *Health and Social Care*
- *Creative iMedia*
- Modern Foreign Languages (French, Spanish)
- Music
- PE
- *Performing Arts (Drama)*
- Science (Triple)
- Statistics

In addition to the above examination courses, all students follow non-examinable courses in Physical Education, Personal and Social Education, Careers and Religious Education.

As a school we offer a wide variety of extra-curricular activities and some of these are designed to support our students in their studies.

At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community and how it develops.

Student support begins with the form tutors who provide the all-important daily contact with the students. They monitor attendance, punctuality and behaviour and generally ensure students are happy and progressing. They are the first point of contact for parents.



# Job Advert

## The role

We are looking for an Attendance Officer to join our supportive Pastoral Team. The successful candidate will be responsible for ensuring all students are accounted for at the start of each lesson, taking appropriate follow up action should this not be the case.

## Us

At King James's School, we are ambitious for the very best outcomes for every one of our students, and we believe that education is more than just examinations and lessons. Our school focuses on providing a holistic experience that inspires curiosity, builds confidence and character in our young people and prepares them for their future by giving them strong foundations and happy memories.

We are a community-focused school built on respect, inclusion and the belief in valuing and developing people. We had a highly successful Ofsted in 2025 that highlighted we are a very good school that should now strive to be a great school, that is our ambition in all senses. This is an opportunity to be part of our school.

## You

We are looking for someone who has excellent IT and communication skills and who wants to be part of a friendly and fast paced team. The role will involve regular contact with other staff, students, and parents/carers.

To be successful you will be able to demonstrate initiative, enthusiasm and flexibility. This is an excellent opportunity for a dedicated colleague to join a successful school.

## Safeguarding

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. We ask all applicants to provide us with two references, which will be obtained prior to any interview. We will also carry out online searches for all candidates who are shortlisted for interview as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check. This post involves direct contact with children and is considered to be a regulated activity. This role is exempt for the Rehabilitation of Offenders Act 1974, so most criminal convictions must be disclosed to us.

## Salary

This post is paid at Grade 6, spinal column points 7-11. You will be paid for 45.3 week per year, which is the equivalent of term time plus one week. The starting salary is £21,757 increasing to £23,190.

## Applications

Completed applications must be submitted by **8:00 on Monday 29 June 2026**.

If you have any questions about the role, please contact Tracey Brook, PA to the Principal, on 01484 412990 or email her ([staff.tbroom@kingjames.school](mailto:staff.tbroom@kingjames.school)).

# Job Description

## **Purpose of the Post**

To ensure all students are accounted for at the start of each lesson and that all attendance records are correct and up to date, taking appropriate action where necessary.

To provide administrative support to the Pastoral function of the school carrying out a variety of administration tasks

## **Key Areas:**

1. Attendance
2. Student Supervision
3. Administration
4. Communication
5. Continuous Personal Development
6. Safeguarding
7. General

## **Duties & Responsibilities:**

### **Attendance**

- Ensure all registers are updated in a timely fashion and follow up any absences, carrying out checks as necessary
- Check registers for errors and messages
- Listen to messages on the attendance line and update records for absent students
- Contact parents via our automated system once all registers are completed
- Update student records when parents/carers call in following receipt of automated message
- If a parent/carer calls to say a student should be in school, locate the student in school
- If the student should be in school and is not alert the necessary school staff
- Inform relevant staff of all absent students on a daily basis
- Follow the First Day Calling Procedure to comply with government guidelines
- Liaise with the school staff regarding any known absences from lessons
- Liaise with Kirklees Council and other welfare services on a daily basis to ensure that they have appropriate attendance information
- Provide relevant staff with attendance data, as required

### **Student Supervision**

- Supervise students on the corridors at lesson change over
- Supervise students in a designated area at social times

### **Administration**

- Provide confidential administration support to the Pastoral Team including producing letters, ordering stationery, replenishing reports and other documents, taking/making telephone calls and filing
- Act as an point of contact for the Pastoral Team

### **Communication**

- Communicate with a variety of stake holders including staff, students, parents/carers and outside agencies verbally and in writing
- Communicate with the Pastoral Team, and other staff, via walkie talkie as necessary

### **Continuous Personal Development**

- Ensure all relevant training is current
- Attend training to enhance knowledge of issues which may be affecting students

### **Safeguarding**

- Ensure that the school safeguarding and child protection procedures are followed
- Deal with safeguarding concerns from staff accordingly
- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

### **General**

- Take an appropriate role in the life of the school supporting its distinctive ethos and values, and actively promoting our policies and practices.
- Carry out any reasonable task as requested
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

**RESPONSIBLE TO: Vice Principal (Safeguarding, Behaviour and Attendance)**

# Person Specification

Requirement	Essential	Desirable
<b>Qualifications and Experience</b>		
Experience of working in a busy environment	✓	
Good numeracy and literacy skills in order to produce reports and written correspondence	✓	
Experience of working with children/young people in a school environment		✓
Experience in a similar role		✓
<b>General and specialist knowledge</b>		
Awareness of Health and Safety procedures	✓	
Ability to use general IT software, especially Microsoft Office	✓	
Ability to use specialist IT software, e.g. Bromcom		✓
<b>Communication skills</b>		
Ability to communicate verbally with a wide variety of stakeholder including staff, students and parents/carers	✓	
Ability to produce good quality written correspondence	✓	
Ability to build respectful and appropriate relationships with a variety of stakeholders including staff, students and parents/carers	✓	

Requirement	Essential	Desirable
<b>Time management</b>		
Resilience – the ability to manage a varied workload and meet deadlines, while maintaining accuracy	✓	
Ability to work under time pressure	✓	
Ability to demonstrate flexibility to meet the needs of the school	✓	
<b>Personal Attributes</b>		
Ability to work as part of a team as well as independently	✓	
Ability to work creatively		✓
Ability to make difficult decisions		✓
Responsive to change	✓	
Committed to continued professional development and self-evaluation	✓	
<b>Wider school</b>		
Committed to safeguarding the welfare of students	✓	
Committed to equality	✓	
Willingness to be involved in the wider life of the school	✓	