



Queen Katharine Academy



Queen Katharine Academy

Application Information Pack

Attendance Manager



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

Thank you for your interest in joining Queen Katharine Academy (QKA). I am delighted to introduce myself as the new Principal and to welcome you to a school celebrated for its vibrant and diverse community.

At QKA, both students and staff thrive in an inclusive and supportive environment, making our academy a truly exceptional place to work and learn.

Our commitment to academic excellence, character development, and a positive school culture is at the heart of everything we do. Guided by our core values — **Respect, Ambition, and Responsibility** — we aim to foster a collaborative and aspirational workplace where every colleague is valued and empowered to reach their full potential. Whether you are starting your career or bring a wealth of experience, you will find a culture that supports professional growth, innovation, and a shared dedication to continuous improvement.

Queen Katharine Academy is proud to be part of Thomas Deacon Education Trust (TDET), a forward-thinking network of academies dedicated to collaboration and educational excellence. As a member of TDET, our staff benefit from shared expertise, resources, and opportunities for professional development within a supportive and progressive network.

With over 20 years of experience in education, including senior leadership roles across a variety of schools, I know how vital a nurturing and ambitious staff culture is for student and school success. At QKA, I am dedicated to building on our strong foundations and working closely with colleagues to create an environment where staff are valued, supported, and empowered—so that together, we can ensure every student is supported, challenged, and inspired.

We are proud of the progress our academy community continues to make and excited about the opportunities ahead. If you are seeking a rewarding, dynamic, and supportive environment where you can grow your career and make a real difference, I encourage you to apply to join our dedicated team.

Thank you for considering Queen Katharine Academy as the next step in your professional journey.

Yours sincerely,

Mr. M. Taylor | Principal



Job Description

Job Title	Attendance Manager
Reports to	Assistant Principal
Salary/Grade	Pathway 6
Date Last Evaluated	June 2026
Core Purpose	To promote and provide an efficient and impactful service which maximises the attendance of students to QKA from Years 7-13, in support of the Academy's core purpose.

Key Responsibilities

- To promote good attendance inside and outside of the Academy, reducing levels of persistence absence and increasing overall levels of attendance across all key stages.
- To line manage administrators and be accountable for their work in supporting students and their families to maximise attendance.
- To work closely with the Pastoral team.
- To support the continuous development of staff who the post-holder line manages.
- To generate weekly and termly attendance reports including sub-group and year group comparisons and previous academic years attendance comparatives.
- To monitor and analyse attendance data so that appropriate and proportionate support and challenge can be targeted at those students and families where it is most needed.
- To update appropriate staff with attendance information and support pastoral staff to implement attendance processes.
- To work positively and proactively with parents/carers in order to facilitate support for their child's improved attendance and/or punctuality, including reduced timetables and support for those with extreme medical needs.
- To conduct home visits to students' home addresses when required.
- To work in partnership with the safeguarding team so that appropriate wellbeing support can be implemented which supports improved attendance.
- To implement and maintain a rewards system which celebrates those students whose attendance demonstrates our character values of commitment and courage.
- To contribute towards the development, implementation and monitoring of an attendance policy and processes.



- To work proactively with other TDET academies to share best practice, including attending Trust attendance meetings.
- To work with the support afforded by the Local Authority and Department for Education, sharing relevant updates with appropriate staff.
- To promote and role model the academy's character values in all interactions with students, staff, parents/carers and external agencies.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or



- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications	E	A
Full clean driving license and own transport	E	A
A professional qualification relevant to the post such as social work, reaching, youth work or other related qualifications	D	A
Knowledge & Understanding		
Demonstrate knowledge of national attendance regulations for schools	E	A/I
Knowledge of Bromcom software	D	A/I
Skills & Abilities		
Ability to use ICT effectively and appropriately, with high accuracy levels.	E	A/T
Ability to analyse data to inform decision.	E	A/T
Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up-to-date with progress.	E	A/I
Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations.	E	A/I
Ability to build good working relationships with colleagues and to be an active team member.	E	A/I
Ability to multi-task within own remit and other areas	E	A/I
Ability to work at pace and meet deadlines.	E	A/I
Ability to adapt to change and the introduction of new working practices.	E	A/I
Ability to cope with stressful and conflict situations.	E	A/I/T
Emotional resilience in working with challenging behaviours and attitudes.	E	A/I
Ability to work without direct supervision.	D	A
Experience		
Proven experience of forward thinking and excellent organisational and planning skills.	E	A/I
Experience of work within a school attendance related service or school administration.	D	A
Experience of working with children, young people, parents and families preferably within an educational context.	D	A
Experience of working in a fast-paced office environment.	D	A



Experience of working with IT systems including Microsoft Office (Word, Excel and Outlook).	D	A
Experience of working with students, staff, parents and external agencies.	D	A/I
Experience of working with school-based MIS systems.	D	A
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A - Application I - Interview T - Task/Activity L - Lesson Observation
R - References





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