



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Attendance Officer

Cottenham Village
College

ROLE SPECIFICATION

Academy / Department	Cottenham Village College
Post title	Attendance Officer
Responsible to	Assistant Principal
Full time Salary	£32,046 - £34,237 FTE
Pro-Rata Actual Salary	£27,486 - £29,365
Working Pattern	Full Time, Permanent
Pension	LGPS
Working Hours	37hrs per week, Term Time Only
Line Management Responsibility	No

ROLE SUMMARY

The Attendance Officer will play a key role in driving improvements in attendance and punctuality, aiming to meet or exceed national expectations through the development and implementation of effective strategies.

They will establish and enhance systems that support the school in raising attendance levels, investigating cases of persistent absence, and promoting punctuality across the school. A key part of this role involves having difficult but necessary conversations with families around attendance. The post-holder will need to demonstrate an ability to undertake these conversations successfully.

KEY DUTIES & RESPONSIBILITIES

- ★ ★ Be a key player in driving improvement of attendance and punctuality throughout the school to be in line or above national expectations
- ★ ★ Challenge and monitor persistent absences; receive and make telephone calls to parents/carers relating to scholar absence
- ★ ★ Work in collaboration with staff, scholars and their families to promote high levels of attendance and challenge any non-attendance
- ★ ★ Identify scholars who need home visits each day
- ★ ★ Conduct or accompany on required home visits
- ★ ★ Ensure accurate attendance records, to enable the Designated Safeguarding Lead to work with staff, scholars and their families to promote high levels of attendance and challenge any non-attendance
- ★ ★ Fulfil all administrative functions associated with attendance
- ★ ★ Monitor the attendance and punctuality of all groups, reporting all issues promptly, keeping accurate records and data on attendance and persistent late comers
- ★ ★ Prepare absence letters for signature, recording late marks and ensuring all scholars have signed in
- ★ ★ Record actions for scholars leaving school early for appointments
- ★ ★ Attend meetings to contribute to and complete required actions for scholars on attendance support plans
- ★ ★ Contact and meet with both scholars and parents in order to support them to

- improve attendance and punctuality
- ★ Liaise with the Senior Leadership Team, Attendance & Welfare Manager, Heads of Year, SENCO, Designated Safeguarding Lead(s) and other relevant staff regarding scholars who are of concern
- ★ Communicate and liaise with all stakeholders as appropriate, preparing sections of the termly LGC/TMB report
- ★ Create and maintain positive and productive relationships between home and school in order to establish the reasons for non-attendance and to provide information to the Senior Leadership Team
- ★ Arrange and keep clear and concise records of all meetings/consultations/phone calls and complete reports as required by the academy
- ★ Ensure all registers are completed fully and accurately and to remind staff where necessary to complete registers, ensuring all missing marks/absences are accounted for and entered our MIS system – Bromcom
- ★ Communicate and liaise with all stakeholders as appropriate, preparing sections of the termly LGC report
- ★ Complete First Aid training up to Level 3
- ★ Complete MiDAS training to support with scholar collections
- ★ All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- ★ Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ★ All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★ All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- ★ This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSEs (or equivalent) in English and Maths (Grades C or above)	•	
Training in Child Protection or Safeguarding		•
UK Driving License	•	
Complete MiDAS Training to support with scholar collections	•	
Complete First Aid training up to Level 3	•	
Experience		
Experience Working with Children or Young People	•	

Relevant experience in a similar or administrative role	•	
Experience using IT packages including Word, Excel, Outlook, PowerPoint and Microsoft 365.	•	
	•	
Knowledge		
Understanding of statutory requirements relating to attendance	•	
Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
The ability to manage change effectively	•	
High level of IT skills and the ability to use these effectively in a range of situations including to analyse attendance data	•	
Ability to work under pressure and to deadlines	•	
Ability to self-evaluate learning needs and actively seek learning opportunities	•	
Communicates clearly and sensitively, both verbally and in writing	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Commitment to continual learning and development of skills.
- ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ Demonstrate an excellent record of attendance and punctuality.
- ★ Be aware of and comply with Trust policies and procedures including but not

exhaustive of:

- Acceptable Use of IT Policy
- Code of Conduct
- Keeping Children Safe in Education (KCSIE 2024)
- Child Protection and Safeguarding Policy
- ★ Work cooperatively as part of the Trust wide staff team.
- ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org