



KING'S LEADERSHIP
ACADEMY HAWTHORNES

Attendance Officer

RECRUITMENT PACK

Part of



GREAT SCHOOLS
TRUST



Message from the Chief Executive Officer



Thank you for your interest in a position within the Great Schools Trust family of schools. The Great Schools Trust is an education charity with a proven track record of successful school start-up and improvement.

The Trust is a highly innovative, inspirational and ambitious organisation, transforming the lives of children and young people through its unique, values-driven approach to education.

We are seeking an outstanding candidate who can realise the highest quality of services to support our educational vision, strong leadership and effective support to colleagues, enabling the Trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

Our Vision

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



PRINCIPAL'S WELCOME

Our school is part of The Great Schools Trust, a small but growing multi-academy trust situated in the Northwest of England. There are currently five Kings Leadership Academy secondary schools within the Great Schools Trust in Warrington, Liverpool and Bolton, two primary schools and an alternative provision school, with plans ongoing for further expansion of the Trust.



Why King's Leadership Academy Hawthornes?

We are a growing school of committed, friendly staff, a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum. We are a school centred in our **Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour**. It is these values that drive our behaviours and relationships, a 'lingua franca' that helps to bind our community together. An inspector captured the mission of the school when he observed that we were 'building better people,' something we are proud of.

Our aim is to provide a curriculum for our students that enables them to access real knowledge and a chance to progress to high-quality higher education or training. We also aim to create an enriched offer that provides cultural capital for all of our students, irrespective of their personal circumstances. We also privilege diversity and inclusivity and pride ourselves on the welcome we give every student and their families.

We tackle disadvantage rigorously. We provide every student with a Chromebook, free breakfast and breaktime food, free residential experiences to build self-esteem and teamwork, and free opportunities to join the Duke of Edinburgh scheme. We have won national recognition for Combined Cadet Force sponsored by the Royal Marines. No student is left behind and we remove barriers to learning at every opportunity.

We take the development and well-being of our staff equally as seriously.

Everyone is provided with a laptop and we have recently invested in state-of-the-art ICT infrastructure for every classroom. We hold CPD on two evenings a week – our late finish for Thursday Enrichment allows an early finish on a Friday for a second CPD session. This collaborative approach has allowed the Trust to develop a common curriculum and strong assessment policies that allow staff to focus on work life balance and having the energy to focus on the classroom, not clutter beyond it.

These approaches have led to extremely high levels of staff retention and attendance. It is place where people want to teach, where parents want to send their children and where children want to study.

If you are interested in a post at King's Leadership Academy Hawthornes, I strongly recommend you come to Bootle and see the work we do for yourself. We are situated in Bootle, two miles from Liverpool city centre. The school is within Sefton local authority.

Attendance Officer

Location: King's Leadership Academy Hawthornes

Reporting to: Associate Vice Principal Attendance and Inclusion Lead

Working at King's Hawthornes

King's Leadership Academy Hawthornes is seeking to appoint an ambitious, proactive and enthusiastic **Attendance Officer** to join our dedicated team. We are looking for someone who takes pride in supporting a culture of high expectations, ensuring excellent attendance and punctuality, and who brings credibility through previous experience and demonstrable impact in a similar role.

As a growing school with committed, friendly staff and students who are polite, enthusiastic and keen to learn, we recognise the importance of strong attendance in enabling all students to reach their full potential across the curriculum.

At King's Leadership Academy Hawthornes, our **Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour** – underpin everything we do. These values shape our behaviours and relationships and provide a shared language that binds our community together. As one inspector described, we are proud to be *"building better people,"* and the Attendance Officer plays a vital role in ensuring students are in school, ready to learn, and supported to achieve.

We wish to appoint a highly motivated individual who shares our vision of making all students successful citizens of tomorrow, ensuring that attendance systems are robust, families are supported, and that barriers to attendance are addressed swiftly and effectively.

Visits to our academy are warmly welcomed and encouraged before applying for this post.

Key Benefits

- A trust that prioritises the well-being of its staff
- Flexible working opportunities
- Highly competitive salaries
- Access to the Teacher Pension Scheme and Local Government schemes
- Generous holiday entitlement of 30 days for support staff
- BUPA Employee Assistance Programme which provides access to tools to help manage well-being, along with services such as counselling and access to a child and dependent care helpline
- Good occupational sickness and maternity/paternity schemes
- A unique approach to Performance Leadership
- A commitment to personal and professional development with training and support for each staff member
- The opportunity to develop your career within and across the Trust academies
- Salary sacrifice scheme - Cycle to Work.





Job Purpose

We are seeking an experienced and committed Attendance Officer who will assume full responsibilities in improving and supporting whole school attendance. As an Attendance Officer, you will play a vital role in managing and improving student attendance, supporting the school's pastoral team, and maintaining accurate records. This position requires proactive communication with families, collaboration with internal and external stakeholders, and an understanding of attendance policy and safeguarding practices.

Key Responsibilities

Attendance Monitoring and Reporting

- Maintain accurate and up-to-date attendance records using the school's management information system (e.g., Bromcom).
- Review and analyse daily, weekly, and termly attendance data to identify patterns, trends, and concerns.
- Investigate reasons for student absences and take appropriate action to address concerns, ensuring follow-up with families when necessary.
- Generate and share attendance reports for internal stakeholders (e.g., pastoral teams, leadership) and external parties (e.g., local authorities, educational welfare officers).
- Track and report on persistent absentees, ensuring support plans are in place to address issues.

Student and Family Engagement

- Work closely with students and their families to address and resolve attendance issues, building strong and supportive relationships.
- Conduct face-to-face meetings or home visits to engage with parents/carers, understand challenges, and collaboratively identify solutions.
- Support parents/carers in understanding the importance of regular attendance and the impact on student achievement.
- Act as a point of contact for families seeking support with attendance-related concerns
- Home visits and welfare checks; work with the attendance and pastoral teams to conduct welfare checks at students' homes when necessary, ensuring family engagement and student safety. *The postholder must have their own car with a full driving licence. This job requires local, daily driving with expenses reimbursed.*

Interventions and Support

- Collaborate with the pastoral team to design and implement attendance intervention programs, including mentoring, attendance contracts, and reward schemes.
- Organise and lead attendance meetings with students and families, including those involving external agencies.
- Develop individual attendance improvement plans for at-risk students and monitor their progress.



- Refer cases of persistent absenteeism to external agencies (e.g., educational welfare services, social care) when necessary, ensuring all legal and procedural steps are followed.

Compliance and Legal Responsibilities

- Ensure all attendance documentation complies with statutory requirements, including the use of registration codes and record-keeping standards.
- Issue formal correspondence, including warning letters, penalty notices, and preparation of court cases for non-attendance, in collaboration with senior staff.
- Support the school's safeguarding obligations by promptly flagging concerns related to absences that may indicate welfare risks.



Collaboration and Training

- Work closely with school staff, including class teachers, pastoral leaders, and senior leadership, to promote attendance as a shared responsibility.
- Provide Leadership and direction to existing Attendance Team
- Provide advice and training to staff on attendance policies, procedures, and legal requirements.
- Participate in team meetings and contribute to the development of school-wide strategies to improve attendance and punctuality.
- Foster a culture of high attendance and punctuality by organizing school-wide campaigns, assemblies, and events.



General Administrative Duties

- Support the school office team with attendance-related administrative tasks, such as managing registers and recording late arrivals.
- Maintain confidentiality and follow data protection regulations when handling student and family information.
- Undertake additional duties as required to support the smooth operation of the school.





Person Specification

Qualifications and Education

- GCSEs or equivalent qualifications, with A-C in English and Mathematics (E)
- Competence in IT applications, including Microsoft Office (Word, Excel) (E)
- Further education or qualifications related to administration or data management (e.g., NVQ Level 3 in Business Administration or similar). (D)

Experience

- Previous experience in an administrative role, ideally in an educational or school environment. (E)
- Experience managing and analysing data, particularly related to student attendance. (E)
- Experience communicating effectively with parents, guardians, and staff. (E)
- Experience handling confidential information in line with data protection regulations (GDPR). (D)
- Experience coordinating with external agencies related to student welfare. (D)



Skills and Abilities

- Strong organisational skills, with the ability to manage multiple tasks and deadlines. (E)
- Attention to detail and accuracy in data entry and record-keeping. (E)
- Effective written and verbal communication skills for interacting with staff, students, and parents. (E)
- Ability to work independently and collaboratively within a team. (E)
- Problem-solving skills to address attendance-related issues. (E)
- Familiarity with student attendance policies and regulations. (D)
- Ability to develop strategies to improve attendance rates. (D)



Knowledge

- Understanding of school procedures and the importance of student attendance. (E)
- Basic knowledge of safeguarding and child protection policies. (E)
- Awareness of educational legislation related to attendance (D)



Personal Attributes

- Reliable, punctual, and able to maintain confidentiality. (E)
- A proactive attitude with the initiative to follow up on attendance concerns. (E)
- Empathetic and approachable demeanour for dealing with students and families. (E)
- A commitment to promoting equality and diversity within the school environment. (E)





- A flexible approach to working hours when necessary (e.g., for parent meetings or school events). (D)

Other Requirements

- Ability to undergo an enhanced DBS (Disclosure and Barring Service) check and other relevant background checks. (E)
- Willingness to participate in ongoing training and professional development. (E)
- Hold a full, clean driving license and have access to own car (E)



Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and scale.

This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.



References & Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.



Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**
- Proof of **identity, address** and **right to work** in the UK
- Verification of relevant **qualifications**
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**
- Verification of **medical fitness** for the role
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS
- A satisfactory **enhanced disclosure** from the DBS
- Satisfactory completion of the **probationary period**
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check** (Section 128 check)
- **Prohibition** check (where applicable).

