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**BRADFORD GIRLS'  
GRAMMAR SCHOOL**



## **Attendance and Safeguarding Officer**

### **RECRUITMENT INFORMATION PACK**



**Salary: Band SO1, SCP 23-25 (Actual Salary £29,854 - £31,817)**

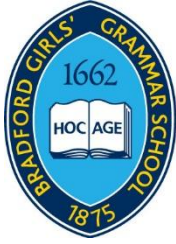
**Contract term: Permanent**

**Working pattern: 37 hours per week, Term Time Only + 3 days**

**From: September 2026**

**Bradford Girls' Grammar School**

**Squire Lane, BD9 6RB**



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## **1. About Bradford Girls' Grammar School**

Thank you for the interest you have shown in the post of Attendance and Safeguarding Officer, at Bradford Girls' Grammar School. I hope that the information found within this pack and on our website will encourage you to submit an application.

Bradford Girls' Grammar Secondary School is a well-regarded school of around 690 students, located in the outskirts of Bradford city centre.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From establishment until 2024 the school has been an all-through school admitting students from ages 5-16. In September 2024, Bradford Girls' Grammar School officially de-amalgamated from Lady Royd Primary School becoming an 11-16 Academy educating 690 wonderful young ladies.

There are many strengths of the school; teaching quality is good across the school leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos.

Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.

## **2. Bradford Diocesan Academies Trust (BDAT)**

Bradford Girls' Grammar School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

### **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is "to provide education of the highest quality within the context of Christian belief and practice." We strongly believe every child only has one chance at a good education.

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith), as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit [www.bdat-academies.org](http://www.bdat-academies.org)

### **3. Information on the Post**

We are seeking to recruit an enthusiastic, resilient and highly organised Attendance and Safeguarding Officer to support the Safeguarding agenda at Bradford Girls' Grammar School.

As the Attendance and Safeguarding Officer, you will play a key role in supporting the day-to-day operations of the School. You will work in partnership with our full-time attendance officer to support and challenge pupils attendance whilst ensuring that the schools Safeguarding and Child protection agenda is adhered to at all times. This role will include regular home visits to check on the welfare of some of the schools most vulnerable pupils.

We are a hugely successful school, with a strong set of results and we want to get even better!

Our mission is that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future. Providing broad opportunities, raising aspirations, and providing fun and memorable experiences, are all key to this, and all our colleagues contribute to extra-curricular activities.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our accountability to our children and the impact we make on their futures; we are self-confident in what we do; and we are prepared to persevere in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on integrity, mutual respect, and empathy.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

#### **4. Application Process**

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Monday 1<sup>st</sup> June 2026 at 8.00am**
- **Shortlisting of applications: Monday 1<sup>st</sup> June**
- **Interview date: w/c 8<sup>th</sup> June**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

## 5. Job Description

<b>Post Title:</b>	Attendance and Safeguarding Officer (Deputy DSL)
<b>Post Purpose:</b>	To promote excellent student attendance and punctuality while playing a key role in safeguarding as a Deputy Designated Safeguarding Lead (DSL). The role has a strong operational focus, including daily home visits for absent and vulnerable students and robust administration of admissions (on roll) and leavers (off roll) in line with statutory requirements.
<b>Reporting to:</b>	Designated Safeguarding Lead (DSL)
<b>Working time:</b>	37 Hours per week TTO plus 5 days
<b>Salary/Grade:</b>	Band SO1, SCP 23-25
<b>Main (Core) Duties:</b>	
<b>Attendance Monitoring and Intervention</b>	<ul style="list-style-type: none"> <li>• Monitor daily attendance and punctuality, identifying patterns of absence and concern.</li> <li>• Produce and analyse attendance data to inform interventions.</li> <li>• Make first-day contact with parents/carers for unexplained absence.</li> <li>• Work closely with pastoral staff to implement attendance improvement strategies.</li> <li>• Support reintegration plans for students returning from absence.</li> </ul>
<b>Daily Home Visits</b>	<ul style="list-style-type: none"> <li>• Carry out daily home visits for:</li> <li>• Students absent without explanation.</li> <li>• Students identified as vulnerable or at risk.</li> <li>• Persistent absentees and those with safeguarding concerns.</li> <li>• Record all visits accurately, including outcomes and any welfare concerns.</li> <li>• Escalate concerns immediately to the DSL where there are safeguarding risks.</li> <li>• Work in partnership with external agencies where appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all visits are conducted in line with school safeguarding and lone-working procedures.</li> </ul>
<b>Safeguarding Leadership (Deputy DSL)</b>	<ul style="list-style-type: none"> <li>• Act as a Deputy Designated Safeguarding Lead (DSL) and be an active member of the safeguarding team.</li> <li>• Take responsibility for managing safeguarding concerns in the absence of the DSL.</li> <li>• Log, triage, and respond to safeguarding concerns in a timely and appropriate manner.</li> <li>• Make referrals to external agencies (e.g. children’s social care, Early Help) in line with statutory guidance such as Keeping Children Safe in Education.</li> <li>• Attend and contribute to multi-agency meetings (e.g. Child Protection, CIN, Early Help).</li> <li>• Maintain accurate, confidential, and high-quality safeguarding records.</li> <li>• Provide guidance and support to staff on safeguarding concerns and processes.</li> <li>• Ensure all actions are compliant with school policy and statutory requirements.</li> </ul>
<b>Admissions (On Roll) Administration</b>	<ul style="list-style-type: none"> <li>• Manage the process of admitting students onto roll, ensuring:</li> <li>• All required documentation is received, checked, and recorded.</li> <li>• Start dates are confirmed and communicated clearly.</li> <li>• Relevant staff are informed promptly of new admissions.</li> <li>• Update the school’s MIS accurately and in a timely manner.</li> <li>• Ensure compliance with statutory requirements and local authority guidance.</li> <li>• Support transition processes for in-year admissions.</li> </ul>
<b>Leavers (Off Roll) Administration</b>	<ul style="list-style-type: none"> <li>• Manage the process of removing students from roll, ensuring:</li> <li>• All required documentation and confirmed destination information is obtained.</li> <li>• Off-rolling procedures fully comply with statutory guidance.</li> <li>• The local authority is notified within required timescales.</li> <li>• Maintain accurate records of all leavers, including destination data.</li> </ul>

	<ul style="list-style-type: none"> <li>Escalate immediately any cases where a student's destination is unknown or raises safeguarding concerns.</li> </ul>
<b>Communication and Record Keeping</b>	<ul style="list-style-type: none"> <li>Maintain clear, accurate, and up-to-date records of attendance, safeguarding, and student movement.</li> <li>Act as a key point of contact for attendance and safeguarding-related queries from parents/carers.</li> <li>Ensure all communication is professional, timely, and appropriately recorded.</li> <li>Work collaboratively with pastoral, SEND, and leadership teams.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>Contribute to the wider life of the school.</li> <li>Participate in relevant training, including safeguarding and attendance.</li> <li>To consistently implement all academy policies</li> <li>To report any safeguarding concerns immediately to a Designated Safeguarding Lead</li> <li>To carry out any other reasonable duties as requested by the Headteacher</li> <li>To act as a mentor to an identified student in school.</li> <li>To assist with lunch and break duties as required.</li> </ul>
<p>Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis 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 grade in line with the school's changing needs.</p> <p>Dated: September 2025</p>	

## 6. Person Specification

ATTRIBUTES	Essential	Desirable
Skills	<ul style="list-style-type: none"> <li>• Good Written communication skills</li> <li>• Excellent Oral communication demonstrating good interpersonal and listening skills.</li> <li>• Excellent Microsoft Office skills and ability to work with precision and speed</li> <li>• Recent Experience in public or private sector administration, using computerised management of information systems</li> <li>• Experience of working in a team situation</li> <li>• Recent experience of working with a secondary based MIS system, ideally SIMs</li> <li>• Excellent time management, prioritisation, and organisation skills</li> <li>• Willingness to contribute suggestions, work pro-actively, and support School improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a school environment</li> </ul>
Knowledge/ Understanding	<ul style="list-style-type: none"> <li>• Knowledge of office methodologies (e.g., manual, and electronic filing systems, correspondence files etc)</li> <li>• Knowledge and understanding of the educational environment.</li> <li>• Knowledge of Keeping Children Safe in Education</li> <li>• Understanding of Attendance procedures particularly in Bradford</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school and Academy procedures</li> </ul>
Qualifications/Training	<ul style="list-style-type: none"> <li>• GCSE Maths &amp; English, grade C or above</li> <li>• Degree level qualification</li> <li>• Designated Safeguarding training – lvl 3</li> <li>• Driving licence - clean</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>• Able to work the specified hours of the post. Will not require leave of absence during term time.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to attend training courses as appropriate where the hours may vary from those specified for the post.</li> <li>• Good attendance and timekeeping</li> <li>• Legally entitled to work in the UK</li> </ul>	
Disposition and Adjustment	<ul style="list-style-type: none"> <li>• Ability to remain calm under pressure.</li> <li>• Demonstrate good co-operative, interpersonal and effective listening skills.</li> <li>• Flexible approach, dependable and loyal, ability to work within a small team and with a wide range of people.</li> <li>• Willingness to undertake a diverse range of duties according to the demands of the team.</li> </ul>	
Behavioural and other related characteristics	<ul style="list-style-type: none"> <li>• Enthusiasm, determination and high standards</li> <li>• Belief in the value of others</li> <li>• Prepared to respect sensitive and confidential work</li> <li>• Commitment to own personal development and learning.</li> </ul>	

## **7. Enhanced Disclosure**

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

## 8. School Location and Travel Information

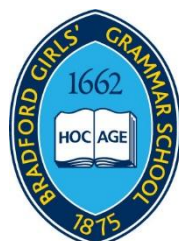
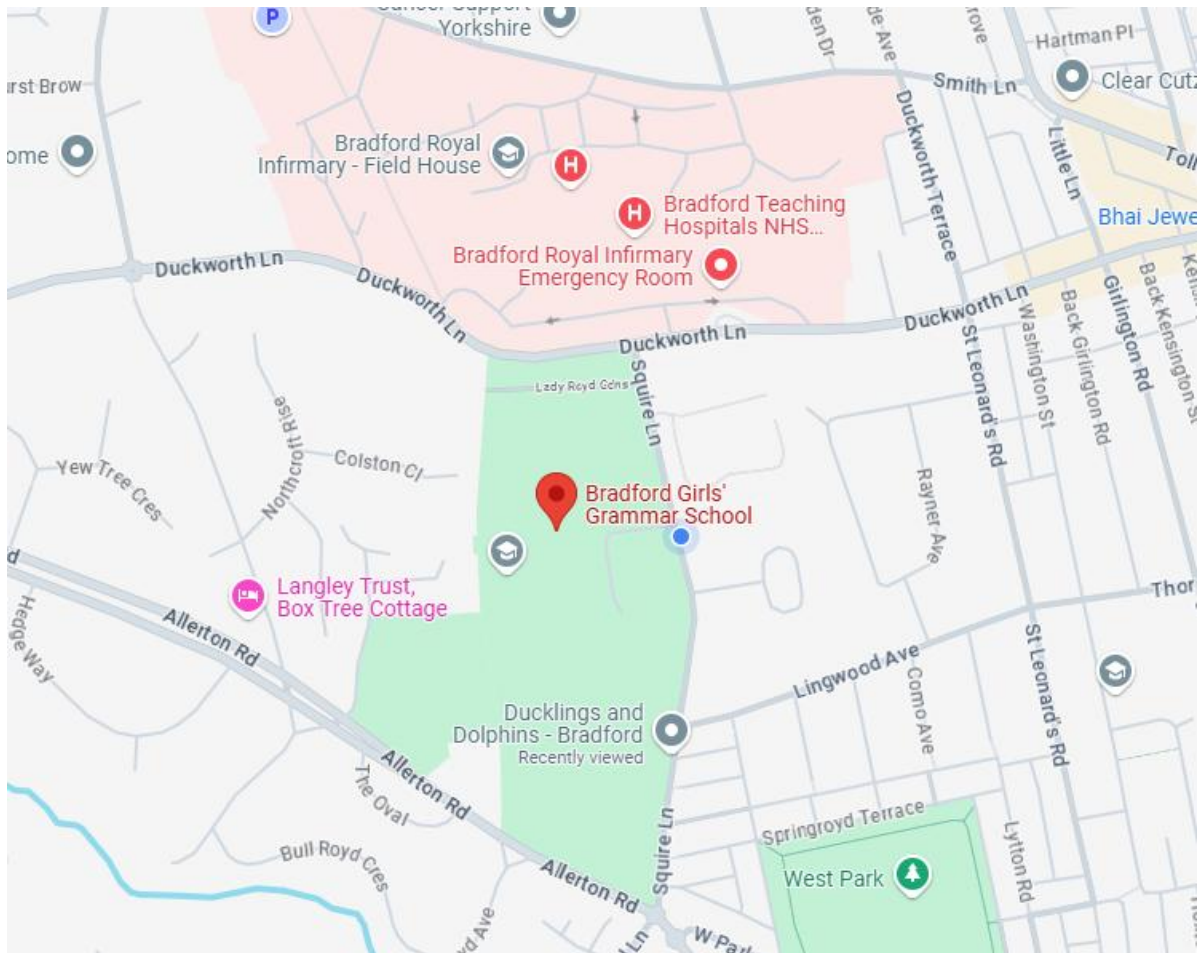
Bradford Girls' Grammar School

Squire Lane

BRADFORD

BD9 6RB

Tel: 01274 545395



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