

Buxton Community School



WELCOME TO BUXTON COMMUNITY SCHOOL



Welcome to our school, part of the Embark Federation.

We are proud to be part of a family of 29 schools across Derbyshire who believe that by working together we can create schools that stand out at the heart of their communities. Our Trust is guided by four core values – Family, Integrity, Teamwork and Success – which underpin everything we do and shape the experiences of both our students and staff.

At Buxton Community School, we are ambitious for every young person and every member of staff. We believe education should be academically rigorous, personally enriching and genuinely transformative. Our shared purpose across Embark is simple but powerful: Love Learning, Love Life.

Situated in the heart of the Peak District, Buxton Community School is a thriving and ambitious 11–18 secondary school serving over 900 students. As a key educational provider within our community, we are committed to delivering exceptional teaching, outstanding pastoral care and a broad curriculum that enables every young person to thrive from Key Stage 3 through to Sixth Form.

Our culture is built on high expectations, positive relationships and a commitment to ensuring that every student feels valued, supported and challenged. Through our core values of Ready, Respectful and Safe, we foster an environment where students develop confidence, character and the skills needed to succeed both in school and beyond.

In recent years, the school has undergone significant transformation. Strong leadership, a relentless focus on improvement and a commitment to educational excellence have resulted in sustained improvements in teaching, learning and student outcomes. We are proud of the progress we have made and excited about the next stage of our journey.

We are equally committed to creating a positive working environment for our staff. Staff wellbeing is a genuine priority, and we have deliberately structured our systems to support workload reduction, professional growth and a healthy work-life balance. This includes providing additional non-contact time above national expectations and investing in high-quality professional development at every stage of a colleague's career.

As we continue to strengthen our school, we are seeking colleagues who are passionate about their subject, committed to educational excellence and motivated by making a difference to the lives of young people. We are looking for individuals who bring energy, positivity and ambition; professionals who want to be part of a supportive team that is determined to provide the very best educational experience for every student.

If you share our values, ambition and belief that every child deserves an exceptional education, we would be delighted to receive your application and welcome you to the Buxton Community School community.

We want the best for our staff and young people, and we will not let it get more complicated than that.

Mrs Sam Jones

Headteacher

Buxton Community School

School Business Assistant - Attendance

We are seeking an excellent Attendance Officer to join our communications team at Buxton Community School.

The role of the Attendance Officer is to work closely with the Heads of Pastoral Care, Key Stage Leads and Assistant Headteacher to ensure high levels of attendance and punctuality amongst students through effective monitoring, intervention, and communication with students, parents/carers, and staff.

Much of the work is self-generating, and the post holder will be expected to operate within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff.

You will be a first point of contact for students and parents and will ensure that attendance protocols are followed each day.

- **Grade 6 (FTE £25,989- £26,458)**
- **32.5 hours per week**
- **39 weeks per annum**
- **Permanent Post**
- **Actual Salary: £19,547**
- **Immediate Start**

Please apply via My New Term.

The closing date for applications is Thurs 16th July 2026

Buxton School Community is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Job Title	School Business Assistant		
Department	Front Office	Responsible for:	n/a
Level/ Salary Range	Grade 6	Reports to:	<u>Headteacher's PA</u>
Hours per week	32.5 Hours of work 8am – 4pm	Weeks per annum:	39

Safer Recruitment Statement

Buxton Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the role:

To promote excellent attendance and punctuality across the school by monitoring attendance patterns, identifying concerns at an early stage, and working collaboratively with students, families, staff to remove barriers to attendance. The Attendance Officer plays a key role in ensuring that all students have equitable access to education and that the school meets its statutory responsibilities regarding attendance, safeguarding and persistent absence.

Job Description

Summary

The Attendance Officer is responsible for the daily administration, monitoring and analysis of student attendance. The postholder will oversee attendance systems and procedures, report timely absence concern.

The Attendance Officer will maintain accurate attendance records, ensure compliance with Department for Education (DfE) guidance and local authority requirements, and work closely with pastoral staff, safeguarding teams and senior leaders to improve student outcomes through regular school attendance.

Responsibilities

- Monitor daily student attendance and punctuality across the school.
- Ensure registers are completed accurately and within statutory timescales.
- Investigate and follow up unexplained absences promptly.
- Maintain accurate attendance records on the Arbor.
- Liasie with Heads of Pastoral care on first-day absence procedures, including communication with parents/carers. Ensure attendance codes are applied correctly in accordance with DfE guidance.
- Work alongside other members of the communication team to ensure attendance letters are corresponded when required

- Record and monitor part-time timetables, reduced timetables and alternative provision attendance.
- Work alongside the communication team to help with office based duties
- Correspondence with parent/carers regarding unauthorised leave of absence and issuing correct paperwork to the Local Authority

Data Analysis and Reporting

- Produce weekly, half-termly and annual attendance reports.
- Analyse attendance data by year group, student group and cohort.
- Monitor key attendance indicators including:
 - Whole-school attendance
 - Persistent absence
 - Severe absence
 - Punctuality
 - Disadvantaged students
 - SEND students
 - Vulnerable groups
- Provide attendance information to senior leaders, governors, local authorities and external agencies as required.

Other:

- 1) Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post.
- 2) Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a busy and growing school which requires flexibility in all of its employees.
- 3) To comply with the requirements of Health and Safety, other relevant legislation and school documentation and to understand and comply with the school's Equal Opportunities Policy.
- 4) All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
- 5) Responsibility for safeguarding of all young people.

Note: The Headteacher has a responsibility to revise and amend all job descriptions, as necessary. This will normally be by consultation and agreement with the postholder, and, to this end, all job descriptions will be kept under regular mutual review.

Person Specification

Knowledge and Experience	Essential	Desirable
A proven record of relevant experience in a school setting		✓
Use of IT software packages to manage information		✓
Experience of working in a busy office environment		✓
Experience of working to strict deadlines and procedures		✓
Skills and Abilities		
The ability to work under pressure to meet deadlines and changing requirements and workloads.	✓	
Ability to work as a team member and on own initiative.	✓	
Excellent organisational skills, written and oral communication skills	✓	
A working knowledge of Microsoft packages	✓	
A working knowledge of Arbor MIS System (training will be given)	✓	
Education and Qualifications		
Good standard of education – Maths, English and Science to GCSE Level C or equivalent required.	✓	
IT literate.	✓	
Attitude and Personal Qualities		
Discretion and confidentiality	✓	
Reliable and Punctual	✓	
Accuracy and attention to detail	✓	
Confidence in your abilities to deal with problems as they arise in a professional manner	✓	
Ability to multi-task, work under pressure and meet deadlines.	✓	
A proactive approach with a high level of initiative.	✓	
Excellent interpersonal skills and ability to establish and maintain excellent working relationships with others.	✓	
IT literate and willingness to keep up to date with developments in this area.	✓	
Patience and ability to remain calm.	✓	
Suitability to work with young people.	✓	
Commitment to equality of opportunity and anti-discriminatory practice.	✓	
An enthusiastic and flexible approach to working routines and practices.	✓	

