



NORTH
HUDDERSFIELD
TRUST SCHOOL



VACANCY

Senior Attendance Officer

APPLICATION INFORMATION PACK



Welcome

Thank you for your interest in the advertised position of Senior Attendance Officer at North Huddersfield Trust School.

The school opened in 2011 and has more than trebled in size since then. We now have over 1000 students on roll, with four year groups having an above PAN intake of 210. To support with the accommodation of our increasing numbers, a brand new five-classroom teaching block opened in September 2025.

We were inspected by OFSTED in May 2022 with the report describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student; huge strides have been made in the consistency and effectiveness of classroom delivery. We are determined and confident that this will result in significant and sustained improvements in attainment. We believe that education is not only about academic outcomes and have a well-established personal development and leadership programme.

As Headteacher, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.



Andrew Fell
Headteacher

Vacancy Details

Senior Attendance Officer

Permanent Position: 37 hours per week term time plus 2 weeks

Grade 8 (Actual salary £28,669 - £30,134)

Closing date: 9am Tuesday 14th April 2026

Start Date: ASAP

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both for both staff and students.

We are seeking an experienced and highly motivated Senior Attendance Officer to support our whole-school attendance strategy. The successful candidate may have experience in attendance or pastoral support, or have previously worked in an administrative role. They will demonstrate strong transferable skills, including excellent interpersonal communication, organisation, attention to detail, and the ability to manage a diverse and fast-paced workload. You will bring a positive attitude, strong enthusiasm, and the ability to work under pressure while managing multiple priorities.

This role requires someone who can use their own initiative, make informed decisions, and build effective relationships with students, families, and staff. Strong ICT skills and a professional telephone manner are essential, as you will be responsible for accurate data management, daily attendance processes, and proactive communication with parents and carers. You will play a key role in supporting pupils to improve their attendance and access to learning.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like further information about the role, please email recruitment@nhtschool.co.uk.

If you wish to apply for this post please apply through [MyNewTerm](#). The closing date is **9am on Tuesday 14 April 2026**.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

In line with KCSIE 2025 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Job Description

Role	Senior Attendance Officer
Pay Scale	Grade 8 (Actual salary £28,669 - £30,134)
Hours of work	Term time plus 2 weeks Monday – Friday 7.30 to 3.30pm (3pm finish on a Friday)

Role Summary

Take responsibility for implementing the school's attendance strategy, providing the necessary administrative and operational support to raise overall attendance levels.

Support parents and carers to enhance their child's attendance, increasing their engagement with learning and helping all pupils benefit fully from their education.

Key Responsibilities

1. Manage the attendance recording information system (SIMS) and Schools Bi and ensure records are accurate.
2. Responsible for managing, developing and monitoring the school attendance data systems, to identify target cohorts of students who have poor attendance that will be shared with the Education Welfare Officer (EWO).
3. Liaise with parents, Education Safeguarding Team, and partner primary schools, to facilitate and implement an agreed programme of support with regards to students who meet agreed intervention criteria.

Duties

Key accountabilities	Key tasks
Duties & Responsibilities	<ul style="list-style-type: none">• To monitor the number of students who are at risk of Persistent Absence (PA) and contribute to strategies across whole school to reduce the number of students classed as PA in conjunction with the Educational Welfare Officer• To be responsible for the management, recording, maintaining and processing of data on the relevant attendance packages and provide CPD for staff who use the packages• Create and monitor a proportionate response system to student absence in line with government guidance and the school's attendance policy• Lead on ensuring registration and follow-up on any outstanding registers by issuing appropriate reminders to staff. Maintain accurate records of registration

	<ul style="list-style-type: none"> • To produce reports, lists, statistics, graphs, tables and data for Governors, SLT, Year Team and outside agencies as requested • To report to parents on specific aspects of information required regarding systems and practices relating to attendance • Lead on the rewarding of good attendance for students, working alongside Standards and Achievement Leaders to implement and co-ordinate a consistent rewards programme • To operate systems for monitoring student attendance and punctuality and co-ordinate the late detention list alongside SLT • To liaise with the Senior Leadership Team and appropriate staff regarding student absence and lateness • Work alongside Pastoral Business Support Officer to update registers where appropriate and inform staff of students who are on trips or attending other events in school • Ensure daily messages are sent where a student is not in school and no reason is provided and ensure fire registers are accurate • Follow up on parental responses and absences as per the school attendance policy and liaise with the relevant members of staff • Lead on all CME referrals and procedures ensuring vulnerable students are appropriately safeguarded • Lead on the issuing of Fixed Penalty Notices for unauthorised absences • Ensure students are marked correctly for exams and co-ordinate the process of getting students in school where absent for an exam • Coordinate home visit lists for the Educational Welfare Officer and carry out home visits as and when required • Provide support/training to staff regarding attendance procedures • To work alongside the Educational Welfare Officer and Pastoral Staff and assist in the production and implementation of individual student support programmes using data held on SIMS • To directly liaise with parents/guardians by phone, invitation to school or through home visits and to facilitate the support programme for students to help resolve barriers to attendance • Liaise with partner primary schools, alongside Pastoral Managers, SENDCO and assist in the identification of future students who may require 'transition' support and liaise with appropriate staff to ensure that systems and practice are in place • Monitor attendance for dual registered students and ensure students who are following reduced timetables have accurate registers
General	<ul style="list-style-type: none"> • Always uphold the school's PRIDE agenda • Adhere to strict standards of confidentiality, conduct and professional behaviour • Ensure compliance with GDPR, equal opportunities, health and safety and safeguarding regulations and all other relevant policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:	Assistant Headteacher
Responsible for:	-

Person Specification

	ESSENTIAL	DESIRABLE
Education / training	<ul style="list-style-type: none"> ✓ English & maths GCSE at Grade C or above, or equivalent ✓ A full UK driving licence is essential for this role due to the requirement to travel to meetings, home visits, and external agencies 	<ul style="list-style-type: none"> ✓ Willingness and ability to obtain and/or enhance qualifications and training for development in the post
Experience	<ul style="list-style-type: none"> ✓ Proven administrative skills 	<ul style="list-style-type: none"> ✓ Experience of working in a school setting
Specialist knowledge & skills	<ul style="list-style-type: none"> ✓ Ability to use standard ICT packages including Microsoft Office and MIS databases ✓ Excellent literacy standards 	<ul style="list-style-type: none"> ✓ Knowledge of SIMS school database ✓ Knowledge of safeguarding principles and legislation ✓ Knowledge of the legislative framework that underpins school attendance and the work of an Attendance Officer
Personal skills	<ul style="list-style-type: none"> ✓ Ability to deliver excellent customer service to both adults and children ✓ Excellent attention to detail ✓ Outstanding communication skills ✓ Professional resilience ✓ A sensitive and diplomatic approach ✓ Ability to work well under pressure, prioritise tasks and manage competing deadlines ✓ Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues 	

	<ul style="list-style-type: none"> ✓ Understanding of School child safeguarding procedures ✓ Understanding of data protection and confidentiality 	
General	<ul style="list-style-type: none"> ✓ Excellent understanding of safeguarding guidance 	<ul style="list-style-type: none"> ✓ A good understanding of school policies

Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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