



Attendance & Medical Assistant

Information for Applicants

July 2026





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Cavendish School
Eldon Road
Eastbourne
BN21 1UE

01323 731340

www.cavendish.cet.uk
www.cet.uk

Facebook: @TheCavendishSch
Instagram: @TheCavendishSch

About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant

Chief Executive Officer (CEO)

About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"



Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION

JOB TITLE Attendance & Medical Assistant

GRADE Single Status Grade 4

RESPONSIBLE TO Education Welfare Officer

JOB PURPOSE

To ensure the health, well-being, and safety of pupils by maintaining accurate attendance records and providing medical care.

KEY TASKS

1. Monitor tutor registration procedures:
 - investigate and challenge any discrepancies, ensuring procedures are prompt and efficient
 - Administer absence messages and make contact with parents for unexplained first day absence.
 - Run afternoon check of absentees
 - Ensure that no pupil is unaccounted for at the end of each day as part of the school's safeguarding procedures
2. Monitor pupils attendance and punctuality using the Trust's management information system;
3. Identify patterns of absenteeism or lateness and collaborate with staff to address concerns effectively;
4. Provide accurate attendance reports and statistics for senior leadership, pastoral teams, and external agencies as required and promote good pupil attendance working towards school attendance targets.
5. Ensure appropriate codes are given for pupils to code their attendance/absence to school.
6. Liaise with parents, pupils, and staff to resolve attendance-related queries and provide advice on improving attendance;
7. Communicate to parents regarding withdrawal from learning forms, referring to County where necessary
8. Implement the school's attendance policy, ensuring compliance with legal and regulatory requirements;
9. Ensure pupils sign in when late for school and sign out and in for appointments during the school day.
10. Work with external agencies eg school nurse, EHKW, Attendance Helplines, etc.
11. Liaise with the Local Authority regarding pupil attendance, where necessary;
12. Respond and attend to pupils who are reported as ill or where there has been an incident/accident where medical assistance is required
13. Record full details on the Trust and/or Local Authority systems where pupils are ill or where there has been an incident/accident
14. Contact parents/carers as required due to pupil illness or incident/accident

15. Support pupils with administering medicines and the disposal of medicines and contact parents/carers when needed regarding pupil medication
16. Write Health Care Plans for pupils where appropriate.
17. Keep a check on pupils' personal medication and store medication appropriately;
18. Report medical illnesses to Public Health where necessary and arrange for letters to be sent to parents/carers
19. Contribute to risk assessments and PEEPS for pupils when required
20. Organise immunisation procedures for all pupils
21. Order medical supplies and manage any first aid kits
22. Support with fire drills accordingly

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.



PERSON SPECIFICATION
Attendance & Medical Assistant

ESSENTIAL CRITERIA

Education & Qualifications

- GCSE C grade or above in English
- First Aid at work qualification/or commitment to complete the first aid at work qualification

Key Skills & Abilities

- Excellent communication and interpersonal skills
- Proficient in IT systems and the ability to develop and maintain effective systems
- Strong organisational and administrative skills with attention to detail
- Prioritise work effectively in order to meet deadlines and to maintain high standards at all times
- Ability to write reports and interpret information
- Ability to communicate with colleagues, pupils, parents and external agencies
- Ability to remain calm and work effectively under pressure
- Ability to follow instructions or work on own initiative as necessary

Knowledge and Experience

- Experience in an administrative role with responsibilities for managing records and data
- Experience of inputting information accurately into systems
- Experience of setting up and maintaining systems
- Understanding of the importance of regular attendance for academic and personal development.
- Knowledge of common medical conditions in children, and how to respond to emergencies.

Personal Attributes

- Ability to work on own initiative and prioritise
- Ability to care for and be sensitive to the needs of young people
- Ability to work as part of a team
- A person who presents a friendly and professional image whilst maintaining a sense of calm.
- Willingness to participate in further training and developmental opportunities

Other

- An enhanced DBS check will be needed for this post

DESIRABLE CRITERIA

Education & Qualifications

- Mental Health first aid qualification

Key Skills & Abilities

- The ability to identify and deal with patterns of absenteeism, liaising with colleagues across the school
- Ability to analyse data to identify trends and propose actionable solutions

Knowledge and Experience

- Experience of working within an educational environment
- Understanding of barriers to attendance and strategies for supporting pupils and families.
- Knowledge and understanding of the school's policies and procedures for attendance, punctuality and pupil welfare

Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

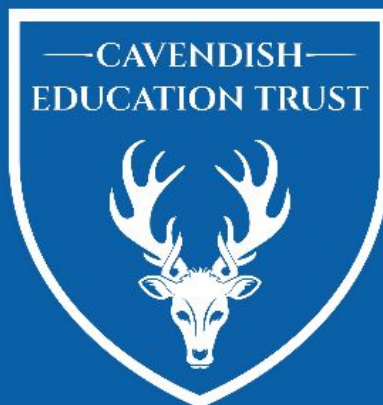
Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



Cavendish School

Eldon Road, Eastbourne, BN21 1UE

Email: office@cavendish.cet.uk

Telephone: 01323 731340

