



Recruitment Pack

Position:
**Attendance Welfare and
Admissions Officer**



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Letter from the Headteacher

Dear applicant,

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

Andy Peirson

Headteacher
Ridgewood School

Values and Ethos

Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



Our Values

We're proud of our high standards, exciting progress and strong values.

We value **respect**.



When we are kind to each other, everyone thrives.

We value **responsibility**.



When we take accountability for our actions, we can be proud of our achievements.

We value **resilience**.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, '**Prepare for the road ahead**', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

Job Description

Post Title:	Attendance Welfare and Admissions Officer
Grade / Hours:	Grade 8, 37 hours per week, term time only + 5 days
Responsible to:	Senior Leader Safeguarding and Attendance/Headteacher
Purpose of role:	To secure regular attendance and new admissions of all students in the school, by supporting students and families, liaising and working closely with other agencies. Where necessary carrying out the statutory duty of legal action, to maintain high student attendance levels, improve punctuality and reduce unauthorised absence at the school.

Main duties and responsibilities:

Attendance and Welfare

- Provide a point of contact for vulnerable students, discuss problems with students and contribute information to relevant pastoral staff.
- To undertake home visits as necessary and ensure meticulous records of actions and outcomes are kept.
- To meet with the Inclusion team and the Senior Leader Safeguarding and Attendance on a regular basis to review individual student's attendance and progress towards whole school and year group targets.
- To support the Inclusion Team, instigating and delivering strategies to target improvements in attendance for students recognised as being at particular risk of poor attendance and exclusion.
- To work with the appropriate agencies to carry out the statutory duty of legal action when all attempts to improve school attendance have failed.
- To administer and monitor initiatives and processes to improve attendance as required.
- To undertake and keep accurate up to date records of all casework.
- To participate in staff meetings and agreed relevant working parties.
- To provide information and advice to Inclusion team on individual casework.
- To develop and support resources as identified and in line with policy requirements.
- To comply with policies and procedures relating to child protection and safeguarding.
- Ensure the Children Missing Education procedure is followed by the school
- To ensure that parents are aware of their responsibilities in relation to absence from school and to use reintegration strategies for all children out of school.
- To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of casework techniques.
- To advise and formulate access for families to other support services.
- To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual children and young people.
- To take responsibility for managing personal caseloads, and cases in relation to attendance.
- Line manage the attendance assistant.

Admissions

- Manage the main school admission process.
- Liaise with the Local Authority to obtain details of upcoming admissions.
- Arrange admission meetings for parents/carers and students.
- Organise and manage pre-enrolment requirements.
- Assist in building a timetable for new students in liaison with Curriculum Leads and Inclusion Team.
- Provide whole-school communication of newly enrolled students.
- Ensure that all paperwork required by school policy for new admissions.
- Ensure that all required student data is collected from parents and / or previous schools and accurately entered into school systems.
- Manage the administration of students leaving the school, including transfer of paper based and electronic files.
- Ensure that all required actions are carried out for student leavers.

Miscellaneous

- Uphold the professional standards expected of every member of the school's staff in all dealings with colleagues, students, parents/carers and the wider community.
- To participate in the process of annual review.
- To play a full part in the life of the school supporting its distinctive ethos and values, and actively promoting its policies and practices.
- To take an active role in encouraging our most vulnerable learners to engage in the extra-curricular thread of school life.
- To dress in a professional manner in line with the school dress code.
- To undertake such other reasonable tasks that your Line Manager may from time to time reasonably request.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- To undertake appropriate training as required in order to be able to undertake the duties and responsibilities that are required.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head.

To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations.

37 hours per week term time only + 5 days. Daily hours to cover the school working day.

All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

Person Specification

	Essential	Desirable	How Assessed
Qualifications:			
GSCE English and Maths at grade 4/C or above	X		Application form/Certificates
Social Work Qualification e.g. <ul style="list-style-type: none"> • DipSW, CQSW, CSS or equivalent • Teaching Qualification eg Bed, Cert Ed. BA or BSc with QTS • Degree in Youth or Community work • Degree in children's services related discipline 		X	Application form/Certificates
NVQ Level 4 or equivalent in a relevant field		X	Application form/Certificates
Sound knowledge of child development		X	Application form/Interview
Sound knowledge of child protection	X		Application form/Interview
An understanding of the effects on 'parenting' where concerns involve disabilities/mental health/gender/abuse		X	Application form/Interview
Knowledge of the legal requirements surrounding parental prosecution for non-attendance at school		X	Application form/Interview
Evidence of continued professional development	X		Application form/interview
Willingness to obtain and/or enhance qualifications and training for development in post.	X		Application form/interview
Experience:			
Experience of working in an educational and/or social care setting with young people.		X	Application form/interview
Effective communication with children, carers and other professionals.	X		Application form/interview
Ability to display an understanding of social/welfare issues as they affect children, families and schools	X		Application form/interview
Ability to work on own initiative within departmental protocols/procedures	X		Application form/interview
Ability to deal with difficult situations	X		Application form/interview
Experience in working within statutory/voluntary agencies dealing with children and families		X	Application form/interview
Experience of preparing necessary casework/reports for legal prosecution of parents/carers		X	Application form/interview
Experience of analysing data for monitoring and improvement purposes.	X		Application form/interview
Knowledge, Skills, and Abilities			
Excellent verbal and written skills	X		Application form/interview
Knowledge and understanding of school based computer systems and Microsoft Office		X	Application form/interview
Knowledge of Data Protection		X	Application form/interview
Good organisation and personal management skills	X		Application form/interview
Demonstrate awareness of legislation relating to school attendance and the welfare and protection of children	X		Application form/interview
Enthusiasm and commitment for working with young people and their families	X		Application form
Champion for equality, diversity and inclusion and understanding of how this is relevant in a school setting.	X		Application form

An understanding of the issues affecting truancy and non-attendance.	X		Application form/interview
High level IT skills, able to use spreadsheets and databases to a high level	X		Application form/interview
Ability to analyse data to spot trends, patterns and anomalies and present data in ways that are appropriate and understandable for the audience	X		At interview
Possess a problem solving approach to conflict	X		Application form/interview
Able to problem solve and develop solutions.	X		Application form/interview
Ability to handle confidential information	X		Application form/interview
Able to work collaboratively with others.	X		Application form/interview

Development Opportunities

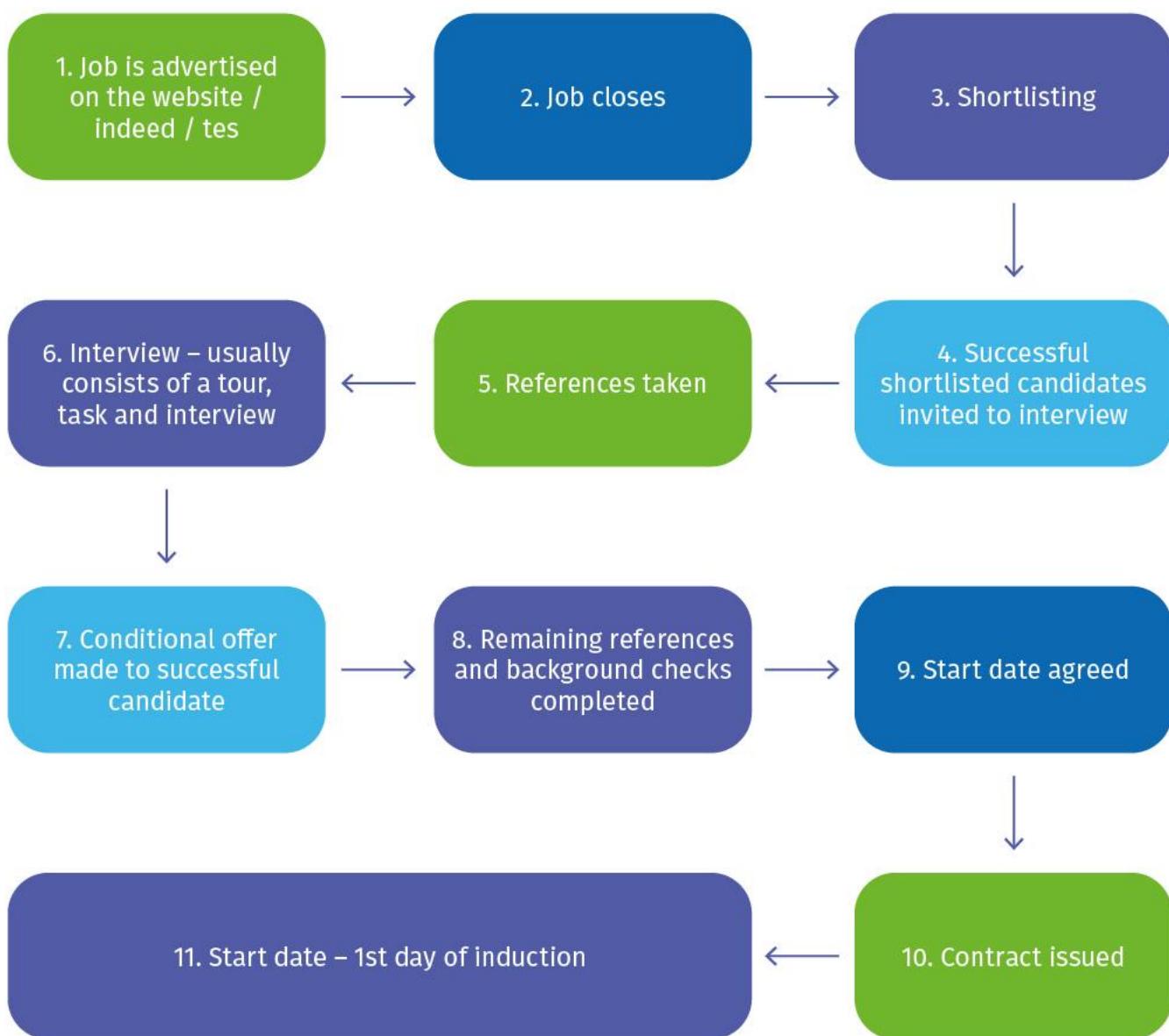
At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career.

In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



Our Recruitment Process



Job Advert

Post: Attendance Welfare and Admissions Officer – (37 hours per week, term time + 5 days)

Salary: Grade 8 (Actual salary £29,823 - £34,649)

To start: As soon as possible after appointment

What makes Ridgewood School special?

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. In our most recent Ofsted, we achieved a 'Good' rating in all categories, and we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and collaborate with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable Attendance Welfare and Admissions Officer who will secure regular attendance and new admissions of all students in the school, by supporting students and families, liaising and working closely with other agencies.

Why is the role of Attendance Welfare and Admissions Officer right for you?

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

Candidates are required to possess GCSE Maths and English Grade C or above.

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2026-RS-46732>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

The closing date for this post is 9am Friday 6 February 2025. Interviews will be held soon after.

Ridgewood School reserve the right to close this advert prior to the closing date above.

The school is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

The school operates a no smoking policy.

Ridgewood School
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RIDGEWOOD
SCHOOL



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www.ridgewoodschool.co.uk