



# PRINCE ALBERT COMMUNITY TRUST

PRIMARY RECRUITMENT PACK

**ATTENDANCE OFFICER**



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# WELCOME FROM OUR CEO

Thank you for taking the time to download the application pack and expressing your interest in the current Attendance Officer vacancy at the Prince Albert Community Trust.

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.



I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children...we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “enable every student to succeed at school and in life” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

A handwritten signature in black ink, appearing to read 'P Sherlock-Lewis'.

Mrs P Sherlock-Lewis

# OUR PHILOSOPHY

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our students to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our students have the potential to achieve the highest academic standards and to compete with high achieving students locally, nationally and internationally. We want to prepare our students for the very best opportunities the world has to offer. To make this possible we nurture excellent partnerships with leading universities and businesses. The success of our schools is built on the relationships we have with our families which is based on mutual trust and an understanding that we only want the very best for our students.

*'Our students have the potential to achieve the highest academic standards'*



# OUR VISION, AMBITION AND VALUES

## Vision

Enable every individual to succeed at school and in life

## Ambition



Exceptional pupil welfare



Exceptional people



Exceptional education



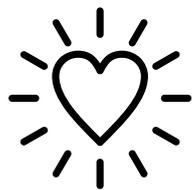
Exceptional infrastructure



Sustainability

## Values

In all that we do we demonstrate:



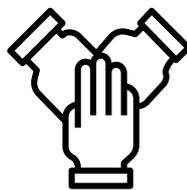
### PASSION

Inspiring a love of learning and being determined to make a difference.



### ASPIRATION

Wanting the very best for our pupils, our families, our communities and our staff.



### COLLABORATION

Working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals.



### TRUST

Acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in.

# SAFEGUARDING POLICY

## CHILD SAFEGUARDING POLICY

At Prince Albert Community Trust we are committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

## KEEPING CHILDREN SAFE IN EDUCATION 2025

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, social media, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please visit each school's website by clicking on the images below for their full policy.**



# ROLE INFORMATION

**Post:** Attendance Officer

**Salary:** Grade 2, Scale point 3-8

**Conditions of Employment:** Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

**Accountable to:** Executive Headteacher, Head Teacher, Senior Lead for Behaviour, Attitudes and Personal Development

## JOB DESCRIPTION: ATTENDANCE OFFICER

### Job Description:

#### Core Purpose:

To provide operational and administrative support to promote whole school attendance strategies in order to improve attendance levels and reduce persistent absence, in line with academy targets under the supervision of Strategic Lead for Behaviour and Attitudes.

#### Key Responsibilities

- To maintain the academy's registration and attendance management information system, together with the daily automated system to contact parents/carers regarding absent or late students;
- To discuss reasons for absence with parents/carers, offering support and challenge where appropriate;
- To respond to parental enquiries/complaints regarding attendance concerns;
- To send out appropriate correspondence to parents/carers regarding absence and attendance;
- To identify concerns and discuss attendance issues with the appropriate member of academy staff;
- To undertake home visits to address concerns regarding student absence;
- To undertake 'Late Gate' patrol each morning. To monitor late arrivals to the academy and identify appropriate intervention, including student conversations, calls to parents and meetings in school;
- To prepare attendance data for monitoring, reports etc. To present data, reports and information at staff briefings and for SLT;
- To support staff with systems for incentives and maintain displays;
- To process referrals for Fixed Penalty Notices as required;
- To process extended leave letters, penalties and booking meetings;
- To publicise attendance information through a variety of channels – website, WBN for staff, newsletter, etc;
- Attend and participate in meetings as required;
- To have an administrative role in reporting the attendance of students on Off-site directions and suspensions;
- To create, log and report suspensions in line with attendance requirements. To be responsible for booking reintegration meetings and ensuring letters are issued.

#### Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable; printing registers daily for fire evacuation procedures.
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Lead and Welfare Officer over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;

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### Personal Contacts:

- **External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.**
- **Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy**

**PLEASE NOTE: THIS JOB DESCRIPTION IS NOT PRESCRIPTIVE AND MAY BE REVIEWED AND CHANGED, IN CONSULTATION WITH THE POST-HOLDER, TO MEET THE CHANGING NEEDS OF THE SCHOOL**

### Data Protection

Ensure compliance with the Data Protection Act (2018) and General Data Protection Regulations and the Freedom of Information Act(2000).

## PERSON SPECIFICATION: ATTENDANCE OFFICER

Category	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Appropriate level of qualification and/or relevant experience</li> <li>• A-C GCSE in English and maths or equivalent</li> <li>• Willingness and ability to obtain and/or enhance qualifications and training for development in the post</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at work certificate</li> <li>• Any other relevant</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of working in a school attendance related role</li> </ul>
<b>Professional Knowledge</b>	<ul style="list-style-type: none"> <li>• Previous experience in working with children and young people</li> <li>• Good organisational skills</li> <li>• A knowledge of school attendance and MIS systems</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to effectively communicate with a wide range of audiences, verbally and in writing</li> <li>• Excellent time management and organisation skills</li> <li>• Ability to use standard ICT packages including Microsoft Office and in particular Excel</li> <li>• Resilience and an ability to work in difficult situations, including dealing with conflict</li> <li>• Ability to build effective working relationships with all stakeholders, including professionals, students and parents</li> <li>• Ability to remain professional at all times</li> <li>• Work effectively alone or within a group</li> <li>• Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of academy child safeguarding procedures</li> </ul>
<b>Suitability to work with children</b>	<ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with</li> <li>• Not barred from working with children</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to relate professionally to all members of staff and work in a team</li> <li>• Willingness to undertake relevant training.</li> <li>• Enjoy working in a busy, fast –paced environment where no two classes are the same.</li> <li>• Commitment to equal opportunities</li> <li>• Knowledge of the education system</li> <li>• Have personal impact and presence</li> <li>• Enthusiastic and hard working</li> <li>• Ability to be self-reflective</li> <li>• Commitment to put the safety and well-being of children first at all times</li> <li>• Full Driver's Licence</li> </ul>	

# EXPLANATORY NOTES

Applications will only be accepted from candidates completing the **Trust's Application Form**. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.



## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.



## INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

**All candidates invited to interview must bring the following documents:**



1. Documentary evidence of **right to work** in the UK



2. Documentary evidence of **identity** that will satisfy DBS requirements



3. Documentary proof of current **name** and **address**



4. Where appropriate any documentation evidencing **change of name**



5. Documents confirming any educational or professional **qualifications** that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## **CONDITIONAL OFFER: PRE-EMPLOYMENT CHECKS**

**Any offer to a successful candidate will be conditional upon:**

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory online checks
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

## **HOW CAN I APPLY?**

To apply for this role, please complete an online application form via the Trust's [Careers](#) page.

**Adverts Open**  
20 March 2026



**Deadline for Applications**  
13 April 2026 - midnight

**Shortlisting**  
TBC



**Interviews**  
TBC

All candidates are required to complete an application via MyNewTerm. All applications will receive an email confirmation of receipt of application via MyNewTerm. The candidates selected for interview will be informed after shortlisting via MyNewTerm and full details of the interview programme will be provided. Candidates not successfully shortlisted will be updated via MyNewTerm.

Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

The information supplied in your application, as well as any supporting documents provided at the interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely, and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

**WE RESERVE THE RIGHT TO WITHDRAW FROM THIS RECRUITMENT PROCESS AT ANY GIVEN POINT.**

## SPECIAL CONDITIONS OF EMPLOYMENT

### Rehabilitation of Offenders Act 1974



This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

### Health And Safety



The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### Equality and Diversity



Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### Training and Development



PACT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### Mobility



The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

# CONTACT US

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B42 2TU

T: 0121 725 5252

E: [hr@the-pact.co.uk](mailto:hr@the-pact.co.uk)

W: [www.pact.bham.sch.uk](http://www.pact.bham.sch.uk)



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