



# APPLICATION PACK

<b>ACADEMY:</b>	Manor Drive Secondary Academy
<b>ROLE:</b>	Attendance and Welfare Officer
<b>START DATE:</b>	Immediate
<b>SALARY:</b>	Grade 7 Point 12 Actual Salary: £23,164 Paid duties are available
<b>HOURS:</b>	Term Time Plus 5 days, 35 hrs per week 8.00 am to 4.15 pm (Monday – Thursday) 8.00 am to 2.10 pm (Friday) 50 minutes lunch
<b>CLOSING DATE:</b>	Monday 23 February 2026



**11-16 Non-selective, all ability Secondary School**

**Headteacher:  
Mrs J Sludds**



**The Four Cs Academy Trust**  
Curiosity Confidence Courage Constancy



Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit [www.fourcsmat.org.uk](http://www.fourcsmat.org.uk)



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# Message from Chair of Governors

Dear applicant,

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.



We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely,

Jonathan Theobalds  
CHAIR OF GOVERNORS



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# Message from Headteacher

Thank you for your interest in this role at Manor Drive Secondary Academy.

I am incredibly proud to be the Headteacher of our innovative, vibrant and growing school. Our students are very well mannered, respectful of each other and proud of their school. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life.

We have a strong commitment to developing our students as a whole; not only achieving excellent examination results but through our Enrichment curriculum and in preparing them for their adult lives. This was commended in our recent OFSTED inspection, with Personal Development being graded as outstanding.

We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team. I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on [pnable@manordrivesecondary.org.uk](mailto:pnable@manordrivesecondary.org.uk)

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely,

Jo Sludds  
HEADTEACHER



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# Staff Wellbeing and Benefits

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.
	Staff gym with new facilities is available to all staff.
	Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.
	Multiple staff rooms around the building.
	Free car parking on site.
	Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.
	Excellent professional development, guidance and support.



## ATTENDANCE AND WELFARE OFFICER

Manor Drive Secondary Academy is a brand new, oversubscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. We welcomed the first cohort of 120 Year 7 students in September 2022. Manor Drive is an ideal place to enhance your career, in a small team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We are seeking to appoint an Attendance and Welfare Officer to work closely with the Safeguarding and Pastoral Teams in delivering focused family support. The post holder will help support with the development of social, emotional and health skills in the children and families within the school community. They will also play a central part in the continual development of the monitoring and tracking of student attendance. The role will also include working with families to comply with applicable attendance laws, codes and requirements.

It is desirable that candidates have appropriate training, qualifications and experience, however, training will be provided for the successful applicant.

### WHAT WE CAN OFFER YOU:

- The rare and exciting opportunity to work in a new, growing school and be part of something from early in the school journey
- Strong focus on student and staff wellbeing
- Free staff parking
- Use of staff room space
- Staff gym

Full details and how to apply can be found via My New Term. We welcome questions from potential candidates by email: [pnable@manordivesesecondary.org.uk](mailto:pnable@manordivesesecondary.org.uk) We reserve the right to close the job advert early should we receive a high number of applications.

**Closing date for applications is noon on Monday 23 February 2026**

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



## PERSON SPECIFICATION

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

QUALIFICATIONS AND TRAINING		
E	4 GCSEs at Grade 4 or above (or equivalent) including Maths and English	A
EXPERIENCE		
E	Experience with working with children or young adults	A
E	Ability to react to situations appropriately and follow procedures	A
E	Experience of monitoring attendance data	
D	Interest in developing positive relationships	A
D	Evidence of working alongside families in their homes or at appropriate places in the community	A
D	Interest in developing children's educational experience	A/I
D	Interest in difficulties faced by individuals	A/I
KNOWLEDGE AND UNDERSTANDING		
E	Knowledge and understanding of integrated working practices and the range of services and agencies to involve, with excellent multi agency working	A/I
E	Knowledge and understanding of integrated working practices and the range of services and agencies to involve, with excellent multi agency working	A/I
D	An understanding of mental health and disability issues, drugs and alcohol use, domestic violence and poverty and the way in which these impact on children and family life	A/I/R
D	Knowledge of attendance regulations and procedures	A/I
SKILLS		
E	Ability to relate to children, young adults and adults	A/I
E	The ability to communicate clearly and professionally through a variety of mediums with parents/carers, children, staff, and professionals	A/I
E	Carry out home visits to ensure attendance for public examinations	A/I
E	Produce all paperwork regarding unsatisfactory attendance, Prepare legal cases for the prosecution of parents for unsatisfactory attendance. Represent the Academy in any attendance related legal proceedings.	A/I
E	Willing to work flexibly including before school and evenings	A/I
E	Analytical ability to interpret attendance data, identify trends, and recommend targeted interventions	A/I
E	Competency in using ICT systems for attendance recording, data analysis and communication	A/I
E	Ability to work independently and as part of a team	A/I
E	Ability to be involved in all training required to meet the needs of the students	A/I
E	Interest in student welfare and a respect for the difference in people	A/I
DISPOSITION		
E	Enthusiasm, warmth and patience	A/I/R
E	Flexible team player with a sense of humour	A/I/R
E	Enjoys a challenge	A/I/R
E	Ability to remain calm under pressure	A/I/R
E	Anti discriminatory and aware of prejudice	A/I/R



## JOB DESCRIPTION

<b>JOB TITLE</b>	Attendance and Welfare Officer
<b>RESPONSIBLE TO:</b>	Assistant Headteacher
<b>BUDGET RESPONSIBILITY:</b>	None
<b>MAIN PURPOSE OF THE ROLE:</b>	
<p>The Attendance and Welfare Officer at Manor Drive Secondary Academy plays a vital role in promoting and maintaining excellent student attendance and welfare in a dynamic secondary school environment. This position is key to ensuring that all students, particularly from our diverse and socio-economically challenged community—where 40% of pupils are disadvantaged and 25% have SEND—are supported to attend school regularly, engage fully, and thrive both academically and personally. The role contributes directly to the school's vision of fostering an inclusive, supportive, and aspirational learning environment by proactively addressing attendance barriers, safeguarding concerns, and welfare needs.</p>	
<b>KEY RESPONSIBILITIES AND DUTIES:</b>	
<p><b>Attendance Monitoring and Management</b>            Oversee daily attendance records and processes, ensuring accurate and timely data collection.            Manage morning absence calls and follow up promptly on any unexplained absences.            Identify students missing for three or more consecutive days and conduct home visits to assess and support attendance barriers.            Oversee late registrations, particularly monitoring arrivals and ensuring punctuality standards are maintained.            Analyse attendance data to identify trends, concerns, and patterns; issue appropriate attendance letters in line with school and Local Authority protocols.            Work towards the ABIE attendance targets set for 2026/27 to improve attendance rates and reduce persistent absenteeism.            Produce all paperwork regarding unsatisfactory attendance.            Prepare legal cases for the prosecution of parents for unsatisfactory attendance.            Represent the Academy in any attendance related legal proceedings.</p>	
<p><b>Liaison and Collaboration</b>            Liaise closely with the school's Safeguarding team and Senior Leadership Team (SLT) to discuss attendance trends, key pupil groups, and welfare concerns.            Attend relevant Head of Year (HOY), management meetings to share attendance data and collaborate on interventions.            Engage with external agencies, including Local Authority teams and Trust meetings, to ensure compliance with legal requirements and to access additional support for families.            Identify students and families requiring additional support, such as those needing Early Help Assessments (EHA), and coordinate appropriate referrals.</p>	
<p><b>Student Welfare and Support</b>            Maintain an awareness of Emotional Based School Avoidance (EBSA) and proactively identify and support students affected by EBSA or other welfare issues.            Take a creative and proactive approach to attendance challenges, implementing innovative solutions and strategies aligned with national best practises.            Conduct home visits sensitively to build trust and support families in addressing attendance and welfare barriers.            Support transition processes to ensure students' attendance and welfare needs are met at key stages.</p>	



## JOB DESCRIPTION

### **Compliance and Reporting**

Follow local authority guidance and legal requirements related to attendance and welfare.

Maintain accurate records of attendance interventions, home visits, and communications with families and agencies.

Produce regular reports on attendance and welfare trends for the Head of Year, SLT, and governing bodies.

### **Skills and Competencies**

Strong organisational skills to manage daily attendance systems and follow-up processes accurately and efficiently.

Excellent interpersonal and communication skills to engage effectively with students, families, staff, and external agencies, demonstrating empathy and cultural sensitivity.

Analytical ability to interpret attendance data, identify trends, and recommend targeted interventions.

Proactive problem-solving skills with creativity in developing and implementing attendance strategies.

Ability to work independently and as part of a multidisciplinary team, maintaining confidentiality and professionalism.

Knowledge and understanding of safeguarding procedures, SEND, and issues impacting disadvantaged students, particularly in a context with significant socio-economic challenges.

Competency in using ICT systems for attendance recording, data analysis, and communication.

Awareness of legal frameworks and local authority policies governing attendance and welfare.

### **Professional Development**

Manor Drive Secondary Academy is committed to the continuous professional growth of its staff. The Attendance and Welfare Officer will have access to ongoing training opportunities relating to attendance management, safeguarding, student welfare, and data analysis. Participation in Trust-led and Local Authority professional development sessions will be encouraged to keep up-to-date with evolving best practises and legislation. This role offers scope for developing specialist knowledge in educational welfare and progression pathways, aligned with our vision to create a nurturing and inclusive environment for all students.

### **Safeguarding**

Safeguarding is central to the Attendance and Welfare Officer role. The post-holder must demonstrate an unwavering commitment to the protection and welfare of all students, adhering strictly to the school's safeguarding policies and legal requirements. Responsibilities include:

Identifying and reporting any safeguarding concerns arising from attendance patterns or welfare visits.

Working collaboratively with the safeguarding team to ensure vulnerable students receive timely and appropriate support.

Maintaining accurate and confidential records in line with data protection regulations.

Participating in safeguarding training and updates as required.

Ensuring all interventions and communications prioritise student safety and well-being, consistent with Manor Drive Secondary Academy's commitment to a safe, supportive, and inclusive school culture.

This job description reflects the specific needs and context of Manor Drive Secondary Academy, supporting our vision to provide a high-quality education and pastoral care for all students, particularly those facing social and economic challenges.