

**Empowering futures:  
for a better tomorrow**



Make everyday matter in a role where your dedication ensures every student feels supported, included and ready to succeed.

Join our team at Teignmouth Community School as our:

## Attendance Officer

Scale 4, £26,824 pa - £28,598 pa FTE

(25 hours per week, 39 weeks per year, 8.30 am to 1.30 pm or 8.00 am to 1.30 pm with a 30-minute unpaid break)

Fixed term contract until 31<sup>st</sup> December 2027



## Welcome

Everything we do across our family of 8 schools in our Trust is focussed on our mission to deliver a high-quality and inclusive education for our pupils.

At Teignmouth Community School, we're more than just colleagues—we're a team united by a shared commitment to inspiring young minds and supporting one another to grow professionally and personally.



We believe in the power of kindness, resilience, and continuous improvement. Our strong leadership and inclusive culture create an environment where staff feel empowered, supported, and encouraged to innovate. Whether you're an experienced educator or just starting your career, you'll find opportunities to develop, collaborate, and make a lasting impact.

Join us and be part of a school that puts people first - where your contribution matters and your potential is recognised.



Please take some time to learn a bit more about our school and our Trust, and what makes us, us, our values. We feel it is an exciting time to join us. We hope to meet you soon.

## The role: Attendance Officer

Are you a practical, proactive professional who enjoys working with people and finding solutions? We are looking for a part-time Attendance Officer to join our school team and play a vital role in promoting excellent attendance and supporting student success. In this role your work will directly contribute to creating a school environment where every student feels valued, connected, and known.

This is a fantastic opportunity to make a real difference. When our students attend regularly and feel supported, they can focus fully on learning, achievement, and personal growth.

### What makes us special

What sets our school apart is our unwavering commitment to both excellence and inclusion. We are a vibrant, forward-thinking community where every student is valued, supported, and encouraged to be the best version of themselves—regardless of their background or starting point. Our recent progress in raising educational standards is matched by our dedication to creating a welcoming environment where difference is celebrated and every voice is heard. Here, staff and students work together to build confidence, nurture talents, and ensure that everyone feels a true sense of belonging. By joining us, you'll become part of a team that believes in the power of education to transform lives and in the importance of making that transformation accessible to all.

### We're looking for someone who:

- Has excellent communication and interpersonal skills.
- Is compassionate in their approach.
- Is confident using IT systems and managing data.
- Can work independently and as part of a team.
- Is committed to safeguarding and promoting the welfare of children.

### In this role you will:

- Liaise with parents/carers, staff, and external agencies to promote good attendance.
- Support interventions for students with persistent absence.
- Monitor daily attendance and punctuality, following up on absences in line with our school policy.

- Prepare attendance reports for senior leaders and governors.
- Maintain accurate attendance records using our MIS system.

## We offer:

- A role where your work really matters
- The opportunity to work in a team who are invested in creating the conditions to support the growth of others
- Competitive package with generous career average pension scheme with employer contributions of c17%\*
- 26 days holiday plus public holidays\*\* (pro-rata for a part time role)
- Ongoing professional development

*\*employer contribution rates set by the Local Government Pension Scheme.*

*\*\*for year-round staff including closure days to be taken over the Christmas period*

## How to apply

If you're ready to use your skills to make a difference and grow in a supportive, values-based environment, we'd love to hear from you.

Please do take the opportunity to learn more about the role by viewing the detailed job description included on the following pages. To apply please complete our application form and take the opportunity to share with us how your skills and experience meet the person specification in the job description. To learn more about the school please visit our website by clicking [here](#).

Alternatively, if you would like to discuss the role further or arrange for a tour of the school, please contact Chris Darvill via email [Chris.Darvill@teignmouthschool.co.uk](mailto:Chris.Darvill@teignmouthschool.co.uk) (Chris is one of our Deputy Headteachers)

The closing date for applications is 12<sup>th</sup> January 2026 **9.00am**. If you have any questions about this opportunity, please contact us via my new term or at [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk)

Interviews will be held onsite **W/C 12<sup>th</sup> January 2026**.

We are totally committed to the safeguarding and welfare of all our pupils, and we expect you to be too. We follow safer recruitment statutory guidance (Keeping Children Safe in Education). If you're successful, you'll be required to complete thorough pre-employment checks, including an Enhanced DBS check and references that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.





## Job description

Post title:	Attendance Officer
School:	Teignmouth Community School
Working hours:	25 hours per week, Monday – Friday inclusive, 8.30 am to 1.30 pm or 8.00 am to 1.30 pm with a 30-minute unpaid break.
Salary grade:	Scale 4, £26,824 pa - £28,598 pa FTE
Contract type:	Fixed-term until 31 <sup>st</sup> December 2027 (linked to external funding)
Responsible to:	Deputy Headteacher

### Key purpose of job:

The Attendance Officer will play a vital role in promoting and securing excellent levels of student attendance across the school. Working closely with staff, parents, and external agencies, the post holder will monitor attendance data, identify patterns of concern, and take proactive steps to address issues. By ensuring accurate record-keeping, following up on absences, and supporting interventions, the Attendance Officer will contribute directly to safeguarding students and enabling them to achieve their full potential.

## Key Responsibilities

### Monitoring & Reporting

- Maintain accurate daily attendance records using the school's MIS.
- Produce regular attendance reports for SLT, Heads of Year, and governors.
- Analyse data to identify trends, concerns, and priority cases.

### Intervention & Support

- Contact parents/carers regarding unexplained absences or lateness.
- Arrange and attend meetings with parents/carers to discuss attendance concerns.
- Implement agreed intervention strategies, including attendance contracts and action plans.
- Make home visits where appropriate, in line with safeguarding procedures.



### Collaboration

- Work closely with pastoral teams, form tutors, and external agencies (e.g., Education Welfare Service).
- Support safeguarding processes where attendance is a concern.
- Celebrate and promote excellent attendance through school initiatives.

### Administration

- Ensure compliance with statutory attendance regulations.
- Prepare evidence and documentation for legal proceedings if required.
- Keep accurate records of all communications and interventions.

### Safeguarding and other duties

- Place the safeguarding of all children in the school as the highest priority.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- Make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our school.
- Maintain an understanding of and work within Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equality and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- Conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person specification

We are particularly looking for the following qualities and experience:

Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
<b>Qualifications:</b>			
Educated to GCSE grade C level (or equivalent) in both Maths and English (A)		✓	
Relevant qualification or training in administration (A)			✓
Educated to A'Level (Level 3) or above or with equivalent experience (A)			✓
<b>Experience:</b>			
Proven track record in administration and, specifically, handling large amounts of data. (A/I)			✓
Experience working in a school environment or other educational setting (A/I)		✓	
Experience identifying interventions to raise attendance of pupils (A/I)		✓	
Experience working directly with pupils and parents (A/I)		✓	
Experience working collaboratively with colleagues (A/I)		✓	
Experience analysing data and producing reports and identifying key insights (A/I)		✓	
<b>Skills and knowledge:</b>			
Good listening skills (A/I)		✓	
Effective written and verbal communication skills (A/I)		✓	
Knowledge of the possible interventions to raise attendance (I)		✓	
Knowledge of the potential barriers to high attendance that pupils may face (I)		✓	
Ability to tailor interventions to individual pupils (I)		✓	
Ability to use IT systems and to conduct analysis and produce reports (A/I)		✓	
Ability to create good relationships with pupils, staff and parents (I)		✓	

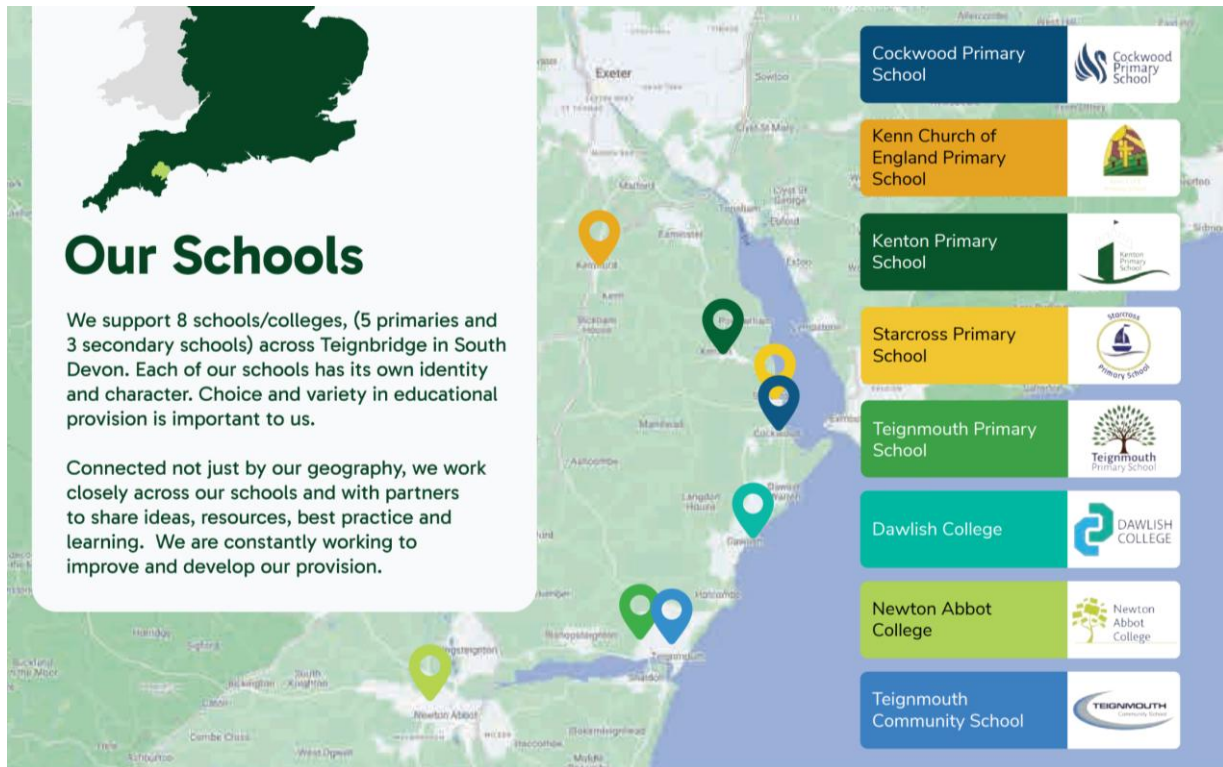
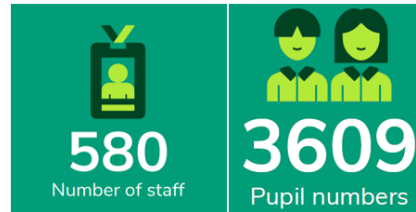




Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Ability to organise and prioritise work effectively and to deadlines (A/I)		✓	
Ability to work as part of a team and on own initiative to meet own and shared objectives (I)		✓	
Commitment to school improvement and raising outcomes for all pupils (A/I)		✓	
A commitment to and evidence of promoting equity, diversity and equal opportunities within a school, curriculum and in employment practice (A/I)		✓	
Demonstrates an understanding of the importance of maintaining a healthy work-life balance. (I)		✓	
Willing to contribute to a positive staff culture that values mutual support, flexibility, and wellbeing (I).		✓	



## Our Trust



Our vision and mission define our purpose.

Our vision: **'Empowering futures; for a better tomorrow'**

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: **'To deliver an ambitious, high-quality, inclusive education'.**



## Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.

## Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

### Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

### Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

### Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

### Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

*At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks.*

*Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.*

