



Queen Katharine Academy



Queen Katharine Academy

Application Information Pack

Attendance Officer



Principal's Welcome



Dear Applicant,

Thank you for your interest in joining Queen Katharine Academy (QKA). I am delighted to introduce myself as the new Principal and to welcome you to a school celebrated for its vibrant and diverse community.

At QKA, both students and staff thrive in an inclusive and supportive environment, making our academy a truly exceptional place to work and learn.

Our commitment to academic excellence, character development, and a positive school culture is at the heart of everything we do. Guided by our core values — **Respect, Ambition, and Responsibility** — we aim to foster a collaborative and aspirational workplace where every colleague is valued and empowered to reach their full potential. Whether you are starting your career or bring a wealth of experience, you will find a culture that supports professional growth, innovation, and a shared dedication to continuous improvement.

Queen Katharine Academy is proud to be part of Thomas Deacon Education Trust (TDET), a forward-thinking network of academies dedicated to collaboration and educational excellence. As a member of TDET, our staff benefit from shared expertise, resources, and opportunities for professional development within a supportive and progressive network.

With over 20 years of experience in education, including senior leadership roles across a variety of schools, I know how vital a nurturing and ambitious staff culture is for student and school success. At QKA, I am dedicated to building on our strong foundations and working closely with colleagues to create an environment where staff are valued, supported, and empowered—so that together, we can ensure every student is supported, challenged, and inspired.

We are proud of the progress our academy community continues to make and excited about the opportunities ahead. If you are seeking a rewarding, dynamic, and supportive environment where you can grow your career and make a real difference, I encourage you to apply to join our dedicated team.

Thank you for considering Queen Katharine Academy as the next step in your professional journey.

Yours sincerely,

Mr. M. Taylor | Principal



Job Description

Job Title	Attendance Officer
Reports to	Attendance Manager
Salary/Grade	Pathway 4
Date Last Evaluated	September 2026
Core Purpose	To promote and provide an efficient and effective attendance service for the Academy. The post holder is also expected to continuously contribute ideas to the design and effective running of attendance processes.

Key Responsibilities

- Promote good attendance inside and outside of school using a variety of methods.
- Collaboratively work to reduce the percentage of PA (Persistent Absence) and lateness at the Academy.
- To keep appropriate staff up-to-date with information and support key pastoral staff in recording and monitoring attendance.
- To maintain productive working relationships with pupils, acting as a role model.
- To provide feedback to staff, parents and students in relation to attendance.
- To maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to Academy and community links.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and/ or meetings in school.
- To assist in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems, rewards, etc.
- To contribute to the Academy's core purpose, values and ethos.
- To maintain and update all necessary attendance records using manual and computerised systems.

Specific responsibilities

- To support and monitor the recording of Parent/Carer Absence calls on SIMs and ensure that reason for absence and any other additional information is fully documented.
- To ensure that phone calls are made by the Year Teams on the first day of absence and send truancy calls.
- To ensure that medical letters are efficiently recorded, filed and updated as needed.
- Administration of SIMS to ensure the register is completed accurately.
- Email staff who have not completed their registers and refer any repeated non-completion to the Line Manager.



- Manage distribution and collation of Holiday Absence Request Letters.
- Complete and submit Penalty Notice Requests to the LA in respect of 'unauthorised leave of absence'.
- To undertake assigned roles within the LA Attendance Service function, including the efficient, accurate and timely preparation of documents for Court Proceedings with regard to Penalty Notices requested for unauthorized leave of absence.
- Provide administration support to the Attendance Manager.
- Maintain the Attendance letters to ensure all information is correct and relevant with regard to unauthorised absences, punctuality and attendance and operationally applying the agreed systems to ensure that letters are properly sent.
- Keep a record of all letters sent and update the Attendance Tracker respectively.
- Manage the Academy's late procedure by meeting regularly with the designated staff from the Year Teams to ensure consistency and fairness is upheld.
- Attend Academy meetings and Home visits with the Attendance Manager or SSO's as required and complete and log relevant paperwork.
- Provide Year teams with appropriate display data which highlights and celebrates positive patterns of attendance.
- Produce an attendance board and promotional material for Parents/Open Evening.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Annual Action Plan priorities.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all



concerns to the Designated Safeguarding Lead.

- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE Maths and English Language (or equivalent).	E	A
Educated to a minimum of Level 3 NVQ or equivalent.	E	A
Ability to communicate in another language.	D	A/I
Evidence of continuous development.	D	A
Knowledge & Understanding		
Excellent awareness and understanding of current educational challenges and opportunities.	E	A/I
Understanding of the need for confidentiality, especially in relation to child protection.	E	A/I
General understanding of national curriculum and other basic learning programmes/techniques.	E	A/I
General knowledge of inclusion within a school setting.	E	A/I
Skills & Abilities		
Excellent communication and presentational skills (written, verbal and visual) and the ability to manage the interface with professional colleagues and students	E	A/T
Comprehensive computer skills.	E	A/T
Ability to follow instructions and procedures.	E	A/T
Excellent interpersonal and communication skills at all levels and settings.	E	A/T
Ability to work to deadlines and be able to use initiative to work unsupervised across the curriculum, in a confident, methodical and organised way.	E	A/I
Adaptability to resolve conflict and to respond effectively to a diverse range of situations and needs calmly and reliably.	E	A/I
Ability to form and maintain appropriate relationships with young people.	E	A
Experience		
Experience of working as part of a team.	E	A/R
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A



Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application
R – References

I – Interview

T – Task/Activity

L – Lesson Observation





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