



# INFORMATION PACK

## ATTENDANCE OFFICER



## OUR SCHOOL

At Rose Hill, we pride ourselves on being a welcoming school where children flourish and receive the guidance and inspiration they need on their journey to becoming thoughtful, confident and enthusiastic adults. We are proud of the brilliantly diverse community we serve, and we are committed to providing an outstanding education for the families of that community. We are privileged to serve so many families who have come from all over the world. It means Rose Hill is a place where children meet others whose family backgrounds and beliefs can be different from their own, and with whom they become friends – the best preparation for life in modern Britain. Our vision is for the community of Rose Hill to have at its heart a school that supports its children to grow into adults

who are well educated in the fullest sense.

Rose Hill Primary School children know that they are valued for themselves as individuals and as members of society. Our values are fundamental to us.

These four main values are:

- Focused upon learning
- Open minded & unique
- Respectful & Inclusive
- Supportive & Healthy

These values are taught through assemblies and in personal, social and health education lessons in every class. We believe that this approach means our children get to understand these values more fully and to discover what they mean to them personally.

Rose Hill is part of River Learning Trust, an Oxfordshire-based multi-academy trust. You can read more about the trust and its schools overleaf.

# RIVER LEARNING TRUST

Rose Hill is part of River Learning Trust (RLT), an Oxfordshire and Swindon multi academy trust responsible for 30 primary and secondary schools, an alternative provision (AP) provider, and a teaching school hub, as well as a school-centred initial teacher training provider that serves Oxfordshire, Berkshire and Wiltshire.

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## OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles.

Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together. Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils. Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles.

We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

## WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles.

These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

## THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and really well-trained, motivated colleagues operating in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

# THE TRUST'S SCHOOLS

We currently educate more than 16,500 pupils and have more than 2,000 colleagues in the trust. Our school-centred initial teacher training arm (OTT) trains around 150 trainees in around 50 schools in Oxfordshire, Berkshire and Wiltshire.

## SECONDARY SCHOOLS

Cheney School  
Chipping Norton School  
Gillotts School  
Gosford Hill School  
Kingsdown School  
The Cherwell School  
The Marlborough CofE School  
The Oxford Academy  
The Swan School  
Wheatley Park School

## PRIMARY SCHOOLS

Barton Park Primary School  
Bayards Hill Primary School  
Beckley CofE Primary School  
Charlbury CofE Primary School  
School Edith Moorhouse Primary  
School Edward Feild Primary  
School Garsington CofE Primary  
School

Horspath CofE Primary School  
Larkrise Primary School  
Madley Brook Primary School  
Middle Barton Primary School  
New Marston Primary School  
Rose Hill Primary School  
Sandhills Primary School  
Seven Fields Primary School  
Tower Hill Primary School  
Witney Community Primary School  
Windrush CofE Primary School  
Wolvercote Primary School

## ALTERNATIVE PROVISION (AP)

Meadowbrook College

## SCITT (TEACHER TRAINING)

OTT

## TEACHING SCHOOL HUB

Oxfordshire Teaching School Hub





# JOB DESCRIPTION

**Job Title:** Attendance Officer

**Contract type:** Part-time - ideally every morning but can be flexible for the right candidate. Fixed term to 31.08.2027

**Salary:** Grade 7 £29,065 - £31,022 (FTE)

**Working hours:** 20 hours per week, term time only

**Disclosure level:** Enhanced

## Main purpose of the role:

- Data&DigitalTracking: Use school systems (Bromcom) to monitor daily attendance and punctuality. You will be responsible for keeping the digital communication log 100% up-to-date.
- First-Response Communication: Manage first-day absence calls and follow up with parents, ensuring every interaction is recorded accurately in our online tracking system.
- Collaborative Teamwork: Work closely with the Pastoral Team and the Senior Leadership Team. You will provide the "data-driven" insights they need to support pupils with SEND, SEMH, or anxiety.
- Student & Family Engagement: Meet with pupils to develop attendance action plans and build professional, trust-based relationships with families to reduce barriers to learning.
- Home Visits & Safeguarding: Conduct home visits (always with a colleague) and maintain rigorous, confidential records in line with safeguarding policies.
- Seamless Handovers: Ensure all data, ongoing cases, and parent communications are documented clearly for the wider team to access during your off-hours.



# Person Specification

| Qualifications   | Essential | Desirable | How Assessed               |
|--|-----------|-----------|----------------------------|
| GCSE Grade C or above in English & Mathematics   | X         |           | Application Form           |
| Skills & Knowledge   | Essential | Desirable | How Assessed               |
| Experience of Working with Young Adults  | X         | X         | Application Form Interview |
| High level of computer literacy - Google/Gmail, Word and Excel   | X         |           | Application Form Interview |
| Good numeracy & literacy skills  | X         |           | Application Form Interview |
| Excellent organisational skills  | X         |           | Application Form Interview |
| Knowledge of Bromcom   | X         | X         | Application Form Interview |
| Good time management, work to deadline & cope with pressure  | X         |           | Application Form Interview |
| Strong communication skills & the ability to project a positive and effective message both verbally & in writing | X         |           | Application Form Interview |
| Keen attention to detail   | X         |           | Application Form Interview |



|  | Essential | Desirable | How Assessed                      |
|--|-----------|-----------|-----------------------------------|
| <b>Work within strict timescales</b>   | X         |           | <b>Application Form Interview</b> |
| <b>Understand the importance of confidentiality but have regard to the safeguarding protocols of information sharing where necessary</b> | X         |           | <b>Application Form Interview</b> |
| <b>Team player</b>   | X         |           | <b>Application Form Interview</b> |
| <b>Produces and completes work in a timely manner</b>  | X         |           | <b>Application Form Interview</b> |
| <b>Produces accurate, thorough &amp; professional work</b>   | X         |           | <b>Application Form Interview</b> |
| <b>Demonstrates strong direction to customer service (parents/students)</b>  | X         |           | <b>Application Form Interview</b> |
| <b>Arrives on time prepared for work</b>   | X         |           | <b>Application Form Interview</b> |
| <b>Responds positively to instructions &amp; procedures</b>  | X         |           | <b>Application Form Interview</b> |
| <b>Consistently honest, trustworthy &amp; respectful</b>   | X         |           | <b>Application Form Interview</b> |
| <b>Follows H&amp;S policies and procedures</b>   | X         |           | <b>Application Form Interview</b> |



| Safeguarding  | Essential | Desirable | How Assessed                      |
|---|-----------|-----------|-----------------------------------|
| <b>Understanding the current statutory processes, procedures and associated documentation</b> | X         |           | <b>Application Form Interview</b> |

**Safeguarding Statement** Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

