

# University Academy Long Sutton

UNIVERSITY ACADEMY  
LONG SUTTON



UNIVERSITY OF  
LINCOLN



*“Transforming lives”*

## Job Application Pack: Attendance Officer

Permanent, Full time, 37 hours per week, 39 weeks a year (Term Time and includes 5 training days)

Salary: Grade 4 Point 9 – 12 (£25,989 - £27,254 FTE)

Actual Salary: Grade 4 Point 9 – 12 (£22,290 - £23,375)

Start date: 1<sup>st</sup> April 2026 or sooner

# Principal's Welcome

It is a privilege to welcome you to the University Academy Long Sutton (UALS). At UALS, our core purpose is to deliver exceptional educational opportunities and experiences, ensuring that every pupil is supported to achieve their full potential. We are committed to creating an environment that values academic excellence, personal development, and social responsibility.

We are entering an exciting stage in the Academy's journey and are particularly proud of our move into brand new, c.£30m state-of-the-art facilities. These outstanding resources will significantly enhance teaching and learning, enabling us to broaden our curriculum and provide a rich range of opportunities that reflect the diverse interests and ambitions of our pupils.

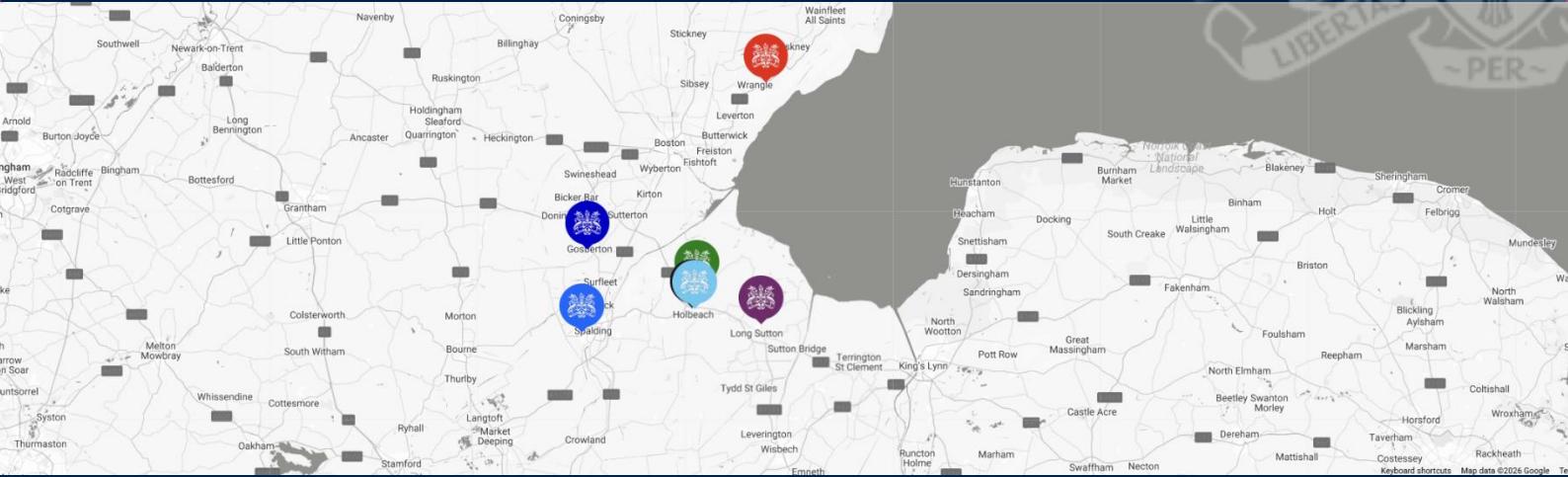
We believe wholeheartedly in the transformative power of education and the vital role it plays in improving life chances. At UALS, pupils are guided towards successful pathways into training, employment, and further or higher education. Our dedicated and skilled staff work relentlessly to inspire, challenge, and support pupils, helping them to develop confidence, resilience, and a strong sense of purpose.

We encourage you to explore our website to gain an insight into life at UALS, from our vibrant community and enrichment opportunities to our academic achievements. We look forward to welcoming committed and passionate professionals who share our ambition to foster a culture of high expectations, aspiration, and success for all.

For information about our Trust please visit [www.uolat.co.uk](http://www.uolat.co.uk) . In the section for 'How to Apply' later in the pack there is also further information about visits and making contact. These are warmly welcomed.

Liam Davé

Principal



# About the Role

Thank you for your interest in our recent advertisement for the above position at University of Lincoln Academy Trust, University Academy Long Sutton.

We are seeking to appoint a passionate and motivated Attendance Officer. The successful candidate will support the Academy's Educational Welfare Officer (EWO) with tracking attendance, monitoring registers, supporting with home visits and supporting with parental meetings.

The ideal candidate will be educated to GCSE standard or above in English and Mathematics, have previous experience of monitoring attendance and reporting, be able to effectively use ICT and, whilst not essential, experience in the use of Arbor would be advantageous.

Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.

Applicants please note this post is subject to Enhanced DBS Clearance. It is an offence to apply for the role if the applicant is Barred from engaging in regulated activity relevant to children. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants may be subject to an online presence check.

This post is subject to the following checks:

- Enhanced DBS Disclosure
- Barred List Check
- Childcare Disqualification Check
- Prohibition Check
- Section 128 Check (where applicable)



# How to Apply

If you wish to know more about this exciting opportunity, need further information or would like to arrange an informal discussion or visit please contact **Ellie Carter (PA to Principal)** using [cartere@uals.org.uk](mailto:cartere@uals.org.uk) who will arrange this with our Principal, Liam Davé.



 **mynewterm**

**Closing Date:**

**Monday 2<sup>nd</sup> March 2026**

Apply on MyNewTerm and complete all sections in full.

**Interviews:**

**Monday 9<sup>th</sup> March 2026**

References will be obtained after shortlisting and prior to interview. Please ensure that contact details are accurate.

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# Attendance Officer

## Job Description

**Ambition | Inclusion | Integrity**

<b>Job Title:</b>	<b>Attendance Officer</b>	UNIVERSITY ACADEMY LONG SUTTON
<b>Salary:</b>	<b>Grade 4 Point 9 – 12 (Dependant on experience)</b>	
<b>Start Date:</b>	<b>1st April 2026</b>	
<b>Reports to:</b>	<b>Senior Teacher</b>	UNIVERSITY OF LINCOLN

## Job Purpose & Key Responsibilities

To contribute to raising achievement by improving school attendance and punctuality.

To assist the school in meeting its obligations and targets in relation to school attendance, especially persistent absence and improving punctuality.

To promote positive attitudes by pupils and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.

To make contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual pupils, facilitating their return or access to regular full time education provision.

## Specific areas of responsibility and key tasks

### Main responsibilities, tasks and duties

- To support the Academy's Educational Welfare Officer with tracking attendance, monitoring registers, supporting home visits and supporting parental meetings.
- To assist in the compilation of attendance reports, records and assessment of data as may be required by the Academy, governors, Local Authority and DfE.
- During the current period, or if similar situations arise in the future to report the total number of pupils in attendance, the number of EHCP pupils in attendance, the number of pupils with a social worker in attendance and the number of pupils absent daily
- To assist with analysing and producing reports regarding attendance for SLT, Learning Coordinators and Form Tutors as and when required.
- To present initial findings on attendance, patterns identified and reasons for absence to the Senior Teacher of Attendance with reference to the previous week in preparation for SLT meetings each Tuesday based upon the data generated by Admin
- To assist in the analysis of school attendance registers. To maintain such records as may be required including admissions, leavers and pupil records.
- To input data onto Arbor, or other software, as required.

	<ul style="list-style-type: none"> <li>• To manage and prioritise your own workload in line with service requirements.</li> <li>• To liaise with parents/carers as directed regarding issues relating to individual pupils, including the investigation of absences. Collate and file attendance data.</li> <li>• To make contact with families in response to allocated referrals i.e. home visits and/or meetings in school.</li> <li>• To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.</li> <li>• Coordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated.</li> <li>• To assist with administering the fixed term penalty notices and complete documents for subsequent legal action in order to improve attendance to ensure the school is carrying out its statutory responsibilities.</li> <li>• Attend parents' evening to discuss attendance and improvements required with targeted parents.</li> </ul>
<b>Management or supervision of people</b>	<ul style="list-style-type: none"> <li>• No management or supervision required.</li> </ul>
<b>Creativity and innovation</b>	<ul style="list-style-type: none"> <li>• Creativity is exercised within a general framework of recognised procedures.</li> </ul>
<b>Contacts and relationships</b>	<ul style="list-style-type: none"> <li>• Day to day contact with parents/carers, staff and external bodies including police, social services, housing, health on routine matters.</li> <li>• Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.</li> </ul>
<b>Decisions</b>	<ul style="list-style-type: none"> <li>• Discretion - Work is carried out within clearly defined policies and procedures, advice can be sought from Line Manager.</li> <li>• Consequences - Impact is likely to remain local and errors should easily be identified and remedied.</li> </ul>
<b>Work environment</b>	<ul style="list-style-type: none"> <li>• Work demands - Work is subject to some interruptions from reception/telephone duties. This is part of the role and does not cause any significant change to the overall tasks.</li> <li>• Physical demands - General office work that may require long periods working at a computer.</li> <li>• Working conditions - School environment.</li> <li>• Work context - Direct contact with parents/carers, pupils and colleagues on matters that are routine but occasionally contentious.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• GCSE C or equivalent in Maths and English. ICT skills / experience of Excel spreadsheet. Desirable – 6 months relevant experience.</li> </ul>

<b>Fulfil wider professional responsibilities</b>	<ul style="list-style-type: none"> <li>• Make a positive contribution to the wider life and ethos of the Academy;</li> </ul>
<b>Requirements for all Colleagues</b>	<ul style="list-style-type: none"> <li>• The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</li> <li>• To promote and uphold the Academy's Mission Statement, values and strategic objectives.</li> <li>• To comply with the Academy's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.</li> <li>• To work positively with colleagues, pupils, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.</li> <li>• To attend briefings and staff meetings as required.</li> <li>• To participate in the Academy's Performance Management Review scheme and undertake professional development and training as required.</li> <li>• To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.</li> <li>• To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Chief Executive Officer.</li> </ul>

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# Attendance Officer Person Specification

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# Attendance Officer

## Person Specification

<b>a) Experience and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
An understanding of legislation relating to Academy attendance; ability to keep up to date with new legislation and guidance and advise others, where appropriate	Y	
A knowledge and understanding of the education system	Y	
Significant experience of working in a related area of work	Y	
Educated to GCSE level or above with a minimum of Grade C or 4 in Maths and English	Y	
Has other experience of working in academies/education system		Y
<b>b) Experience and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to prioritise workloads and manage time effectively	Y	
Demonstrable initiative in negotiating and problem solving skills	Y	
Ability to relate and deal effectively with clients and colleagues at all levels	Y	
Ability to assimilate, analyse and action information from a variety of sources	Y	
Ability to work with challenging families and be assertive but understanding, as appropriate	Y	
Ability to work as an effective team member	Y	Y
A proven track record of innovation coupled with a desire to further improve outcomes for young people and their families		Y
<b>c) Communication/IT Skills</b>	<b>Essential</b>	<b>Desirable</b>
Self-motivation	Y	
Ability to use initiative	Y	
Good oral and written communication skills	Y	
IT skills with practical knowledge of Microsoft	Y	
The ability to operate Microsoft Excel spreadsheets to a good standard including the use of formulas	Y	

Commitment to and understanding of Equal Opportunities and Child Protection	Y	
Proven track record of effective time / personnel management	Y	
Adaptable to changing demands and challenging behaviour / complex relationships	Y	
<b>d) Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Excellent interpersonal skills	Y	
Flexible and adaptable, even under challenging situations	Y	
Ability to welcome, engage with and positively support all stakeholders	Y	
A willingness to work cooperatively and flexibly in order to deliver outstanding outcomes.		Y
An ability to innovate and improve practices/policies/procedures		Y
<b>e) Child Protection</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to form and maintain appropriate relationships and personal boundaries with young people	Y	
Commitment to safeguarding and promoting the welfare of young people	Y	
Understanding of how best to promote the health, safety and well-being of young people	Y	
<b>f) Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures.	Y	

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*



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