

# Attendance Officer

# Application Pack

The Dukeries Academy  
New Ollerton, Newark,  
Nottinghamshire

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# 01. Welcome from the CEO

## Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



**Mark McCourt**  
*Chief Executive Officer*



## 02. About Academy Transformation Trust

### About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

### Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

### Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



## Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

### Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

### Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

### Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

## Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



## 03. Academy Information



**THE DUKERIES**  
ACADEMY

*Develop more courageous engagement in bolder visions of education that will help young people become change makers in their own and other people's lives.'*

*Andy Hargreaves*

### Our Purpose

To be a beacon of inclusive educational excellence which fosters ambition, facilitates great learning and enables outstanding progress for every student irrespective of their starting point.

To be the trusted Academy of choice at the heart of our community.

To be recognised as an exceptional place to work which attracts, retains and develops the very best staff and leaders.

To develop ambitious knowledge, character and cultural capital to empower our students to be bold and courageous change-makers who are equipped to thrive in, and make a positive contribution to, a rapidly changing world.

### Our Values



We have the courage to act with moral and ethical intent. We aspire to be honest and to treat ourselves and others with respect and kindness.



We are passionate about working hard and are optimistic and persistent as we overcome barriers to achieving our aspirations.



We are resolute in our desire to be the very best in everything that we do.

To find out more, please visit [www.dukeries.attrust.org.uk/](http://www.dukeries.attrust.org.uk/)



## 04. Job Description

# Job Description

## Attendance Officer

### Purpose of the Role:

To be an Attendance Officer for the academy ensuring strong and improving attendance for students attending the academy.

To enable strategies to be put into place to improve the attendance of students.

### Key Responsibilities and Duties:

- To develop and manage attendance initiatives including the management of the Academy electronic attendance system so that there is constant improvement in relation to the academy attendance targets.
- To assess the reasons for non-attendance; the need for home visits, targeted support and panel meetings and implement as necessary.
- To communicate and meet regularly with families of students that are persistently absent.
- To maintain case records and prepare reports to inform decision making.
- To ensure that support packages are in place to assist students to improve their attendance.
- To support the academy in improving punctuality of students.
- To provide data as required to members of SLT in line with academy reporting procedures.
- To support the Senior Leadership Team in enabling students to access Alternative Curriculum packages as necessary.
- To maintain oversight of part-time, reintegration and bespoke timetables, liaising with relevant agencies and the Safeguarding team where appropriate
- To attend meetings with Year Teams, SEND team and other appropriate groups to develop good practice and monitor attendance issues.
- To play a key role in supporting preparation for any delivery of attendance and Inclusion reviews.
- To work with the wider Inclusion, Safeguarding and Attendance team in making referrals to agencies such as the local authority and social care.
- Liaise with external professionals around children missing education, in conjunction with the Safeguarding team
- To regularly attend safeguarding training to fulfil the legal requirement and assist in the leading of all the academy safeguarding training of staff to allow high quality delivery on all safeguarding matters.
- To represent the academy in any civil and court proceedings and give evidence if necessary.
- To play a full part in the life of the academy community and to support its goals.
- To adhere to and promote the academy's corporate policies.
- To be responsible for own health and safety and that of students and staff, in accordance with the Health and Safety policies to ensure wellbeing of all people on site.

- To take an active role in supporting Academy systems and policies for inclusion and behaviour as appropriate.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.

## Job Context

- To assist the Associate Assistant Principal for attendance, taking a key role with attendance.
- To assist the Designated Safeguarding Assistant Principal with matters linked to Inclusion, SEND and Alternative Provision.
- To assist the Vice-Principal and Associate Assistant Principal with aspects of behaviour policies and practice.
- To support Heads of Year and Pastoral Leaders with improving and managing attendance in their areas.

## Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Support the Academy in meeting its responsibilities for assemblies.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

This role descriptor is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The job holder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This role must reflect the expectations within KCSIE (latest version).

The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.



## 05. Person Specification

# Person Specification

## Attendance Officer

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>Good academic standard of general education to A Level/NVQ 3</li> <li>Relevant qualification in office administration.</li> <li>Strong literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>Basic First aid qualification</li> <li>Relevant professional level 4 qualification.</li> <li>Relevant qualification in IT applications</li> <li>Willingness to undertake additional training as and when required</li> <li>Evidence of recent and relevant continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Checking and Original Copy evidence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>At least 3 years experience of working with young people in a secondary school.</li> <li>Experience of working as part of a team and liaising with colleagues.</li> <li>Experience in improving attendance and strategies to support students.</li> <li>Experience of liaising with parents and external agencies.</li> <li>Computer literate with a high competency of IT skills including Microsoft Word, Excel, Outlook and internet skills.</li> <li>Of the secondary phase of schooling</li> <li>Understanding of relevant policies, codes of practice and legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of working with young people who have barriers to learning.</li> <li>Experience of working with BROMCOM.</li> <li>Experience of working with the police, parents and other external agencies.</li> <li>Experience of welfare cases; such as Social Care, LAC, Targeted Support, Supporting Families etc. attending MAM/SC meetings, preparing reports, CAFs &amp; liaising with external agencies</li> <li>Knowledge of safeguarding/keeping children safe in education</li> <li>Knowledge and understanding of assertive discipline techniques.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
Knowledge that supports the role	<ul style="list-style-type: none"> <li>Able to work in an independent way.</li> <li>Understanding of attendance data and the ability to analyse attendance data.</li> <li>Good personal organisation and administration.</li> <li>Ability to multi task and carry out a variety of work activities.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of support available through external agencies.</li> <li>Knowledge of Local Authority procedures to support attendance.</li> <li>Has a variety of interests</li> <li>Ability to manage students with a range of abilities</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>

	Essential	Desirable	How will this be demonstrated
Knowledge that supports the role	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills in dealing with staff, students, parents and external organisations and provides a professional image.</li> <li>• Able to motivate and inspire with a creative approach to problem solving</li> <li>• Has a patient, caring and sympathetic personality</li> <li>• Must have excellent verbal and written communication skills</li> <li>• Ability to form good working relationships with a wide range of site and external personnel</li> <li>• Maintains confidentiality and discretion.</li> <li>• Ability to work in a child centred environment having respect for young people and their needs</li> <li>• Ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/situations</li> <li>• Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities</li> <li>• Commitment to the safeguarding and welfare of all pupils.</li> <li>• Competent and confident in the use of ICT.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to continually develop knowledge and learn new skills to respond to the varied needs of the academy.</li> <li>• Rapidly learns new tasks and quickly commits information to memory.</li> <li>• Ability to deal with challenging behaviour Ability to deal with challenging situations in a positive, calm and composed manner.</li> <li>• Flexible working</li> <li>• Current full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
Values	<ul style="list-style-type: none"> <li>• Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities</li> <li>• Commitment to the safeguarding and welfare of all pupils.</li> <li>• Willingness to ensure that facilities are kept to a standard that complies with health and safety guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>



## 06. Onboarding

### Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

#### Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and/or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

#### Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at a later date
- The opportunity to ask questions and have a full interview with discussion around the role

#### Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

#### Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



## 07. ATT Institute

### What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

### Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

### Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise





## 08. How to Apply

### Attendance Officer

#### Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status: Fixed term – maternity cover

37 Hours per week

39 Weeks per year (Term Time Only)

#### Salary:

NJC Pt 18 – 23

Actual Salary Paid: £27,125 to £29,748 per annum

FTE Salary: £31,536 to £34,433 per annum



#### Closing Date:

Wednesday 18 February 2026

#### Start Date:

April 2026



#### Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.





EMPLOYER RECOGNITION SCHEME

**GOLD AWARD 2021**

*Proudly serving those who serve.*





 @academytransformationtrust

 @AcademyTrust

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