



INFORMATION FOR APPLICANTS: ATTENDANCE OFFICER



SCAN THE QR CODE

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Visit: www.sandysecondaryschool.co.uk

MESSAGE FROM THE EXECUTIVE PRINCIPAL

Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink that reads "Karen Hayward". The signature is written in a cursive, flowing style.

Miss Karen Hayward
Executive Principal

OUR VALUES & ETHOS

"Empowering Our Students To Shine"

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



ATTENDANCE OFFICER

Required from September 2026

37 hours per week, term time only plus 5 INSET training days

NJC Level 4a points 11–15

**£24,503 – £26,141 per annum, actual salary
(£28,142 – £30,024 pro rata)**

These figures are subject to the NJC pay award

We are seeking to appoint a dedicated, proactive, and resilient Attendance Officer to play a key role in promoting excellent attendance and punctuality across the school. The successful candidate will lead on attendance procedures, implement effective whole-school systems, and manage individual student casework to ensure all pupils are supported to attend regularly and achieve their full potential.

The Attendance Officer will work closely with students, families, staff, and external agencies to identify and overcome barriers to attendance, with a particular focus on supporting vulnerable students. You will be responsible for monitoring and analysing attendance data, identifying trends and areas of concern, and taking timely action to improve outcomes.

This role requires excellent communication and organisational skills, alongside the ability to build positive and professional relationships with students, parents/carers, colleagues, and external partners. The successful candidate will be compassionate, solution-focused, and committed to making a positive difference to the lives of young people.

If you are passionate about supporting students and want to contribute to a caring and ambitious school community, we would love to hear from you. Join us as we continue to strengthen and develop our school community.

“We believe in the welfare and safeguarding of all children and expect all staff to share this commitment.”

How to apply for the role:

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

Closing Date – Friday 10th July 2026 at 9.00am



SAFEGUARDING POLICY

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



PERSON SPECIFICATION

Essential	Desirable
Education - Qualifications	
<ul style="list-style-type: none"> GCSE English & Maths at grades A*-C or equivalent 	<ul style="list-style-type: none"> A Levels Business administration qualification
Experience and background	
<ul style="list-style-type: none"> Previous experience of working in an educational setting Experience of working in an environment involving face to face contact. Experience of working efficiently to tight deadlines. Experience of dealing with confidential and sensitive data. 	<ul style="list-style-type: none"> Experience in an administrative role within an educational establishment. Experience working as an attendance officer. Experience of SIMS and undertaking data input. Experience of working with young people.
Skills/Knowledge/Aptitude	
<ul style="list-style-type: none"> Excellent ICT skills, including Excel. Excellent accuracy and attention to detail. Ability to interpret solutions, anticipate problems and to pro-actively resolve issues on a day to day basis. Ability to prioritise competing demands and to meet deadlines. The ability to take quick and effective action. Ability to maintain confidentiality. Ability to work with autonomy and to act on own initiative but also work constructively as part of a team. The ability to liaise positively with staff, students and parents/carers in a friendly and professional manner. The ability and motivation to develop systems and procedures and to constantly improve own practice. Commitment to promoting the overall ethos and values of the School. 	<ul style="list-style-type: none"> Working knowledge of education legislation and statutory guidance covering attendance Knowledge of data protection issues.
Professional Attributes	
<ul style="list-style-type: none"> Excellent interpersonal skills and good telephone manner. Excellent organisational and time management skills. 	
Personal attributes	
<ul style="list-style-type: none"> Confident outgoing personality. The ability to be flexible and positive, demonstrating a "can-do" attitude. 	
Motivation	
<ul style="list-style-type: none"> Commitment to self-development and willingness to undertake further training Commitment to raising educational achievement. 	
Other	
<ul style="list-style-type: none"> Enhanced DBS disclosure will be required on appointment Ability and willingness to work additional hours when required. 	

JOB DESCRIPTION

SALARY:	NJC Level 4a
HOURS OF WORK:	37 hours per week term time only
	Monday – Thursday - 8.00am – 4.00pm (30 minutes lunch)
	Friday – 8.00am – 3.30pm (30 minutes lunch)

JOB PURPOSE:

- To contribute to raising achievement by improving school attendance
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, including persistent absence.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.

MAIN DUTIES AND RESPONSIBILITIES

- The administration of all student attendance data including data entry and managing appropriate records.
- Oversight of first day absence texts and calls.
- Production of weekly and half termly reports for school staff and for the senior team and governors as required.
- Work closely with the other Attendance Officer to discuss individual students and attendance trends.
- Weekly meetings with Executive Principal, Head of School and Behaviour and Attendance Manager
- Liaison with the LA Attendance Officer, including regular meetings to review data.
- Production and issue of trigger letters including penalty notices and referrals to the LA.
- Organise and run efficiently the late procedure; manage late arrivals to school, issuing detentions for them, analysing data and ensuring appropriate interventions.
- Ensure that school registration systems are correctly administered and report on the quality of registers.
- Work with new and supply staff to ensure that the school system of registration is adhered to.
- Advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with school staff, students and parents to identify individual problems and possible solutions, establishing the reason for non-attendance, make assessments and agree a plan for facilitating a return to school, using appropriate strategies within specified timescales.
- Initiate appropriate legal action with LA to ensure the school is carrying out its statutory responsibility in respect of students' attendance. This will include preparing statements, attending and presenting evidence or requesting the issuing of penalty notice fines or other legal sanctions and completion of Early Help Assessment (EHA) referrals.
- Be fully aware of and carry out all work in line with Child Protection Procedures, in liaison with the Child Protection Officer.
- Liaise and work with relevant external agencies including Access and Inclusion Team.

JOB DESCRIPTION

- Keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- Use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- Produce a weekly summary of attendance data for the House Leaders and form tutors
- Manage and prioritise workload in line with service requirements.
- Acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- Support Pastoral and Senior Managers in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- Work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.

GENERAL REQUIREMENTS

- Adaptable, imaginative, creative and flexible in approach to the work
- Self-motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training
- Prepared to attend meetings outside of office hours
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's
- Ensure compliance with Data Protection regulations at all times.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

'We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view'