

Attendance Officer - Temporary

Applicant Pack



Contents

The vacancy	3
Post advert	3
Role summary.....	3
Job description	5
Specific duties and responsibilities.....	5
Attendance monitoring:	5
Attendance Reporting:	6
Other (role specific)	6
Support for the trust/school	6
Changes to these duties	7
Person Specification	8
Job Title: Attendance Officer	8
Knowledge, experience and skills	8
Qualifications	8
Other skills	9
Interpersonal skills.....	9
Child protection.....	9
Hope Valley College	10
Chorus Education Trust	11

The vacancy

Post advert

Deadline for applications:	11:59pm on 13 September 2026
Interviews to be held:	Week commencing 21 September 2026
To start:	ASAP

We are looking to appoint a part time Attendance Officer temporary for the academic year to support our current postholder. This presents an opportunity to join an inclusive and ambitious school and to have an impact on improving student attendance. It involves setting high expectations for the attendance and punctuality of students, promoting good attendance, reducing absence and building strong relationships with families and students to understand barriers to attending school.

The purpose of this post is to focus on improving student attendance and reducing the number of persistent absentees within school, and to undertake home visits. We welcome applications from candidates who have experience of:

- Working on attendance within specified policy and procedures
- Direct support work with students and parents and can build positive relationships
- Liaising with other agencies to share information about young people

The advertised hours are 22.5 per week but there is flexibility regarding the working days.

Role summary

Post title:	Attendance Officer
Profile:	LD3.5
Grade:	Grade 5
Grade spinal point range:	SCP 15 to 20
Salary:	£31,015.00 - £33,673.00 (pro rata £16,222.00 - £17,612.00)
Accountable SLT post:	Deputy Headteacher - Culture
Line manager (if different):	Deputy Headteacher – Culture in conjunction with Business Support Services Manager
Staff to be supervised or line managed by post holder:	N/A

Post holder will work with:	Students Other teaching and support staff Parents/carers External Agencies
Holiday and sickness relief:	By and for other support staff
Purpose of post:	To work within the remit of the school attendance policy and procedure to improve levels of student attendance, especially those from disadvantaged backgrounds and with persistent absence. To work with students and their parents/ carers, to re-engage these children with education.
Version revised:	July 2023
Contract:	Temporary until 31 August 2027 22.5 hours/39 weeks

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To work under the agreed systems of attendance monitoring within the school, taking a lead role in coordinating the attendance process for pupils. Duties will include, but not be limited to:

Attendance monitoring:

- Implement policies and procedures to improve the attendance of students by challenging absence accordingly and reduce the high levels of PA significantly.
- Undertake home visits, where appropriate, to those students who are persistently absent, identifying reasons for non-attendance, working closely with families and others to achieve regular attendance.
- Monitor attendance of key students, provide immediate response in the event of an absence, liaising with the Pastoral Team to ease return to school with appropriate support.
- To meet parents/ carers on a regular basis to discuss attendance strategies and draft parent/ carer agreements.
- To lead Attendance Meetings with the Pastoral Team & Other Agencies.
- To undertake Attendance interviews in school with individual students.
- To provide guidance, support and advice to all staff regarding the attendance protocols and procedures for the school including statutory legislation.
- Provide advice and support to families in identifying and understanding barriers to students achieving their full potential.
- Apply a range of persistent and pro-active approaches to engage with families with a range of needs who may be resistant to using services.
- To identify risks to good school attendance and ensure effective measures are in place to reduce or eliminate risk.
- To support the school's legal response to non-attendance including decisions on penalty notices and court referrals (Including collating evidence and attending court if required).
- Aid transition from Primary to Secondary for students where attendance is a concern.
- To assist the Pastoral Team with Attendance Group work and /or 1:1 sessions.
- To raise the profile of need for good attendance within the school environment.
- To alert the Pastoral Team to any concern/ issues relating to student welfare identified whilst working with students and/ or parent/ carers.

Attendance Reporting:

- To ensure accurate recording and reporting of attendance data.
- Monitor the systems and procedures for monitoring and recording absence to ensure best practice.
- Ensure the accurate and timely reporting and analysis of all attendance data.
- Provide accurate attendance information to school management, Local Authority and other agencies as appropriate.
- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of the Pastoral Team and to support the preparation of cases for further

Other (role specific):

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Take an active part in all key school events such as open evenings etc
- Assist with the clerical duties as required from time to time and as appropriate to your role
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Attendance Officer

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages	✓		A / I
Knowledge and understanding of the DfE's statutory guidance on school attendance and other legislative frameworks	✓		A / I
Understand potential barriers to school attendance	✓		A / I
Experience of working with students and parents	✓		A / I
Knowledge of using the MIS system, including the recording of attendance and the use of relevant reports	✓		A / I
Customer services experience	✓		A
Working in a busy environment with many priorities and conflicting deadlines	✓		A / I
Experience of an education, training or similar environment		✓	A
Organisation and bookings for events		✓	A / I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Math's and English at grade 4 or above	✓		A
Evidence of regular, relevant and recent personal development	✓		A

Other skills			
Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/suppliers	✓		I
Work effectively as part of a team recognising own role as a team member	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality	✓		I
Ability to learn from experiences	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager	✓		I
Ability to work alongside young people (not necessarily in school environment)	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A/I
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately	✓		I
Able to make a positive contribution to the team	✓		A/I
Able to reflect on performance and further develop own knowledge and skills to improve performance	✓		I
Maintains standards set by the organisation	✓		I
Take responsibility for own actions	✓		I
Ability to work alone unsupervised and manage own workload	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I

Hope Valley College

Hope Valley College is an 11-16 comprehensive school set in a beautiful location in the village of Hope in the heart of the Peak District. The school was originally modelled on the lines of the successful village colleges originated by Henry Morris to provide community education. Hope Valley College now welcomes 550 students from a wide area including Derbyshire, Sheffield and Greater Manchester. On our site, housed in a purpose-built facility, we also run a post-16 SEND provision; Hope Valley Pathways prepares young adults with SEND for life and work and has up to 20 young people on roll.

At Hope Valley College, we offer an ambitious curriculum that is supported by a wide range of enrichment activities. We have high expectations of our students, who achieve well and who are encouraged to embrace the opportunities that our beautiful location offers.



In addition to trust-wide benefits for all staff, those at Hope Valley College also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme, and many outdoor adventure activities.
- Internationally renowned rural landscape on the doorstep.

You can view the school website at: www.hopevalley.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



A **collaborative environment** encouraging knowledge sharing and support.



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.