



APPLICATION PACK

Attendance Administrator

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **Sunday 9th August 2026** (to arrive no later than 12.00 midnight).
Interviews are expected to take place on **Wednesday 19th August 2026**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

School Support Scale 7 – 11 (FTE £26,403 - £28,142). **Actual Salary - £22,812 - £24,315.**

Term Time Only (39 weeks) / 37 hours per week

Start Date

Dependant on notice period

Further Information

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support, and counselling on a range of subjects.
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Job Title:	Attendance Administrator
Reports to:	Senior Attendance Officer
Contract:	Permanent – 37 hours per week – TTO
Salary:	The post will be paid on School Support Pay Scale 7 – 11 (FTE £26,403 - £28,142). Actual Salary - £22,812 - £24,315.
Start Date:	Dependant on notice period

Role Description

Overall Purpose of the Post

To assist the Attendance Officer in all aspects of daily attendance management, ensuring the accuracy of attendance records, supporting student attendance initiatives, and promoting a positive attendance culture within the school. This role involves administrative duties, direct communication with parents and students, and support in attendance interventions.

Key Responsibilities

Attendance Support:

- Assist the Attendance Officer with recording late arrivals in the morning and early leavers during the school day.
- Follow up on student absences by making telephone calls to parents/carers to verify reasons for absence and encourage prompt return to school.
- Track 'N' codes and actively search for students reported as "missing" from class throughout the day, ensuring their whereabouts are known and recorded.
- Record student absences received via the KPS Attendance email and voicemail throughout the day, keeping the Senior Attendance Officer fully informed of all updates.
- Produce and distribute attendance letters and reports as requested by the Attendance Officer or Senior Leadership Team (SLT).

Home Visits and Family Engagement:

- Arrange and undertake home visits to discuss attendance concerns with families, gather information, and support strategies to improve student attendance.
- Maintain accurate records of home visits and follow-up actions.

Administrative Duties:

- Maintain up-to-date and accurate attendance records, ensuring all data is input promptly and correctly.
- Assist in the preparation of attendance data for reports and meetings, ensuring the information is comprehensive and accurate.
- Support the Attendance Officer in preparing cases of non-school attendance for the attention of the Exclusion, Behaviour, and Local Authority panels.
- Manage and organise attendance-related documentation, ensuring confidentiality and compliance with school policies.

General Duties and Responsibilities

- To be an ambassador for the school and consistently embody the school intent of 'We Cooperate. We Pioneer. We Belong.'
- To model the core values of the school in your professional life and promote and develop the school's vision, ethos, aims and objectives.
- Contribute positively to the wider pastoral team.
- Build positive relationships with students, families and external partners.
- Promote and safeguard the welfare of children and young people.
- Promote inclusion and encourage participation of all students in school life.
- Undertake any other reasonable duties commensurate with the grade of the post as requested by the Line Manager, Headteacher or Senior Leadership Team.

Working with Colleagues and Professionals

- Work collaboratively with the wider school community
- Communicate effectively with staff, students and external stakeholders
- Contribute to meetings and discussions relating to student attendance
- Liaise with external agencies and professionals as directed by the Senior Attendance Officer or Associate Assistant Headteacher to support attendance and engagement.

Wider School Contribution

- Contribute to the wider life of the school.
- Participate in the whole duty rota
- Attend meetings, training and professional development activities as required
- Support the school's ethos and values: *We Cooperate. We Pioneer. We Belong.*

General Responsibilities

- Uphold high standards of professional conduct, attendance and punctuality
- Maintain confidentiality and comply with data protection and information governance requirements.
- Act as an ambassador for the school at all times
- Undertake any other reasonable duties as directed by the Line Manager or Senior Leadership Team

Health and Safety

- Promote a safe working environment for students and staff
- Follow all health and safety procedures
- Undertake first aid training as required and provide first aid support in line with school procedures and training received.

Professional Development

- Engage in ongoing professional development and training
- Reflect on practice and seek to continually improve
- Participate fully in the school's appraisal process

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
1	GCSE (or equivalent) in English and Maths at Grade C/4 or above	E	✓	✓
2	First Aid at work qualification or willingness to undertake training	E	✓	✓
3	Experience of working in an administrative, customer service, education, attendance or pastoral environment	D	✓	✓
EXPERIENCE				
4	Experience of maintaining accurate records, databases and information systems	E	✓	✓
5	Experience of communicating effectively with a range of stakeholders including parents/carers, students and colleagues	E	✓	✓
6	Ability to take accurate meeting minutes and collate them appropriately	E	✓	✓
7	Experience of producing reports, monitoring information or working with data	D	✓	✓
8	Experience of working within a school environment	D	✓	✓
9	Experience of supporting attendance, pastoral or student intervention processes	D	✓	✓
10	Experience of using school information systems such as SIMS, Arbor, Bromcom or CPOMS	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
11	Strong organisational and administrative skills with excellent attention to detail	E	✓	✓
12	Ability to manage competing priorities and work effectively under pressure	E	✓	✓
13	Ability to analyse information, identify trends and escalate concerns appropriately	E	✓	✓
14	Excellent verbal and written communication skills	E	✓	✓
15	Ability to build positive and professional relationships with students, families and colleagues	E	✓	✓
16	Ability to remain calm, professional and solution-focused when dealing with sensitive or challenging situations	E	✓	✓
17	Competence in the use of ICT systems including Microsoft Office applications	E	✓	
18	Understanding of the importance of excellent attendance, punctuality and student engagement	E	✓	✓
19	Knowledge of attendance processes, procedures or relevant attendance legislation	D	✓	✓
20	Understanding of safeguarding and child protection responsibilities in a school setting	E	✓	✓

PERSONAL CHARACTERISTICS				
21	A commitment to inclusion and equality of opportunity for all students	E	✓	✓
22	A positive, resilient and professional approach to work	E	✓	✓
23	A willingness to reflect, learn and engage in ongoing professional development	E	✓	✓
24	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	✓	✓
25	Willing to be accountable and to take personal responsibility for own actions.	E	✓	✓
26	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	✓	✓



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