

Arnold Academy
Attendance Officer
Recruitment Pack



Welcome to the Pyramid Schools Trust

At Pyramid Schools Trust, our uniqueness lies in our unwavering commitment to collaborative excellence.

We're not just educators; we're partners in shaping futures. What sets us apart is our genuine belief in the power of community and collaboration.

In every aspect of our practice, from curriculum development to pastoral care, we place a premium on inclusivity and belonging. Our familial approach ensures that every partner, whether student, parent, or staff member, has a voice that is not just heard but valued.

This sense of belonging fosters a supportive environment where everyone can thrive. We achieve this through our ability to seamlessly integrate all-through education, spanning from early years to post-16, while staying true to our core beliefs of achievement, integrity, and enjoyment.

By providing a consistent framework for teaching and assessment across the trust, we ensure that every pupil has equal opportunities to excel. But what truly sets us apart is our relentless pursuit of excellence. Our vision is not just to provide education; it's to provide world-class opportunities that empower our learners to flourish in life. From our innovative curriculum to our dedicated staff, everything we do is geared towards achieving the best outcomes for all.

At Pyramid Schools Trust, we're not just building a brighter future; we're building a community where every individual can **achieve, belong, and contribute**. Together, we shape the future generation for success.

Steve Kelly, CEO





Welcome from the Headteacher at Arnold Academy

Dear Applicant,

Thank you for your interest in the post of Attendance Officer at Arnold Academy – a middle school, and part of the Pyramid Schools Trust. This role offers an excellent opportunity for someone looking to develop their career as part of a strong and supportive team. In this key position, you will seek to raise attendance levels and reduce persistent absence; supporting vulnerable pupils and strengthening relationships between home and school.

Arnold is a wonderful school where everyone works together to achieve the very best for all its pupils and truly reflects our motto 'The best we can be in all that we do'. In staff we appoint, we look for someone with a love of learning, who is flexible, and is able to help our pupils achieve their goals.

We are situated on the edge of a thriving and popular village. Barton le Clay lies between the M1 and the A1, and many commute to Luton or Milton Keynes, or to London, but it retains a village feel, and there is a strong connection to the school.

This is a fast-growing area of the country, with challenges ahead as new housing is planned both in the village and in the wider area. We are also just five miles from Luton – one of the most diverse towns in the country - and many pupils make the journey from there each day.

Arnold was one of the prime movers towards forming the Pyramid Schools Trust, and continues to play a key role. The successful candidate will find our school governing body committed to supporting staff, but also not afraid to challenge. Staff at Arnold are dedicated, parents are supportive, and the school is full of talented, caring pupils.

We strongly recommend tours of the Academy and a chance for you to meet us prior to application, although this is not essential. Please email admin@aa.pstrust.co.uk in order to arrange a tour.

May I thank you for your interest and wish you good luck in the future if you are not successful on this occasion.

Kind regards

Pete Roberts - Headteacher

School Vision

At Arnold Academy, we aim to make every day enjoyable and successful for our children. We commit to ensuring our pupils have the best environment in which to flourish and nurture their talents and qualities. In addition to high academic achievement, we want our pupils to have a strong moral purpose, underpinned by positive values. By focusing on this, we aim to ensure that Arnold pupils understand their responsibilities and play an active and positive role in their community, both now and in their future lives.

Our aims reflect our commitment to high standards in a happy and purposeful atmosphere of high expectation.

Our aims are:

- To attain high standards of achievement, and ensure that every child fulfils their potential.
- To provide a high quality and stimulating curriculum.
- To provide a secure, challenging and happy environment in which our pupils enjoy learning.
- To extend children's understanding of themselves, of the world in which they live, and of the school and wider community.
- To engender positive values such as respect, tolerance and care so that our pupils have an understanding of others and the diverse society in which we live.
- To work in active partnership with parents and carers.
- To promote the highest standards of behaviour, good relationships and positive attitudes.
- To achieve confidence, independence, perseverance, co-operation and adaptability.
- To ensure equality of opportunity for all at Arnold Academy.

At Arnold Academy we have four CORE school values that underpin the culture of our school. They are:

- Community
- Opportunity
- Respect
- Environment

Pupils are reminded regularly of expectations at regular points throughout the day. Staff use assemblies, community time and opportunities within lessons to refer to our school culture and the values. We use a restorative approach to educating our young people around respect and kindness to others.



Job description: Attendance Officer

Job details

Pay Scale: Grade 3D (Points 7 – 11) £21057 - £22444 pa (actual – pay award pending), term time only plus 5 training days

Hours: 34.5 hours per week – Monday to Thursday: 8.30am – 4.00pm & Friday: 8.30am – 3.30pm

Job Purpose

To lead strategies to raise attendance levels and reduce persistent absence. Providing a high standard of attendance system management and administration, to contribute towards the excellent attendance of pupils.

Main Responsibilities

- To monitor daily attendance and punctuality across the school.
- To ensure registers are accurate and complete.
- To complete first-day response procedures and follow-up calls.
- To undertake home visits, in collaboration with the safeguarding team, where attendance, safeguarding or welfare concerns exist.
- To analyse attendance data and identify trends, patterns and concerns.
- To track attendance of vulnerable groups including SEND, disadvantaged pupils and children with safeguarding involvement.
- To build strong relationships with pupils and families
- To identify barriers affecting attendance, wellbeing and engagement.
- To develop and implement attendance action plans for individual pupils.
- To support transition and reintegration plans for pupils with attendance difficulties.
- To organise and attend attendance meetings with parents/carers and external agencies.
- To liaise with the Attendance Team at Central Bedfordshire Council as required including half termly Targeted Support Meetings and associated paperwork.
- To support the implementation of the school's Attendance Policy.
- To prepare attendance reports for senior leaders, governors and external agencies.
- To support the administration of penalty notices and attendance procedures in line with statutory guidance.
- To exercise responsibility for ensuring fair and equal treatment of all employees and visitors.
- To keep up-to-date and informed about recent developments in your job; to participate in annual professional development opportunities and training.
- To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information, ensuring General Data Protection (GDPR) compliance at all times.
- To undertake any other duties of a similar level and responsibility as may be required.

Person specification

CRITERIA	QUALITIES
Education / Qualifications	<ul style="list-style-type: none"> ● A minimum of 3 GCSE level A* - C including English and Maths (or equivalent).
Experience	<ul style="list-style-type: none"> ● Experience of working in a school or educational setting. ● Experience of working with Bromcom or similar information management systems. ● Experience of dealing with attendance in a school environment.
Skills / Knowledge / Aptitude	<ul style="list-style-type: none"> ● Excellent interpersonal skills. ● Excellent organisational and time management skills. ● Ability to relate well to children and adults. ● Ability to work as part of a team and to use initiative when required. ● Ability to cope with conflicting demands, deadlines and interruptions. ● Effective written and verbal communication skills. ● Ability to use ICT to create and analyse data accurately. ● Knowledge of attendance procedures. ● Ability to maintain confidentiality at all times.
Motivation	<ul style="list-style-type: none"> ● Willingness to be flexible. ● Willingness to undertake appropriate professional development.
Physical	<ul style="list-style-type: none"> ● Ability to meet the physical needs of the role.
Other	<ul style="list-style-type: none"> ● To be first aid trained or willingness to undertake first aid training.