

Attendance Officer



We are Humber Education Trust.



Application Pack

We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a

determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

*(based on KS2 outcomes and Trusts with more than 10 schools)



Rachel Wilkes OBE
Chief Executive Officer



ATTENDANCE OFFICER HIGHLANDS PRIMARY SCHOOL

Grade & Scale point:	4, Scp 5-7
Salary:	£25,583 - £26,403 FTE, £11,600 - £11,972 Actual, £13.26 - £13.69/hr
Hours of work:	20 hrs/wk, Monday – Friday, 8.15am – 12.15pm
Contract:	Permanent, Term time only (190 days)
Start date:	September 2026

An exciting opportunity has arisen for a dedicated and enthusiastic Attendance Officer to join our hardworking Administration Team at Highlands Primary School. Working in our busy school office, you will play a key role in promoting excellent attendance, reducing absenteeism, and ensuring all our children have the best possible opportunities to succeed.

We are looking for someone who is methodical, organised, and calm under pressure, with a genuine commitment to supporting children and families. The successful candidate will work closely with parents and carers, offering guidance and support while maintaining a professional and empathetic approach.

You will be a strong team player who is motivated to contribute to the development of attendance procedures and to strengthen parental engagement across the school.

JOB REQUIREMENTS:

- To promote and safeguard the welfare of children and young people, reporting any cause for concern to the designated person
- Daily inspection of absence, contacting families to enquire about absence, seeking immediate return to school
- Maintain a record of phone calls and visits, keeping up-to-date records on pupil attendance
- Input attendance data using relevant ICT packages and generate attendance reports
- Undertake home visits to investigate problems relating to school attendance
- Attend regular attendance meetings

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE Grade A-C or equivalent in English and Mathematics
- Training in IT based systems e.g. Microsoft Package
- Excellent knowledge of school attendance procedures and practice
- The ability to establish professional, effective working relationships
- Experience of producing / maintaining / evaluating data

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

HOW TO APPLY:

Please visit our [Eteach Careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Wednesday 17 June 2026

Interview date: Monday 22 June 2026

If you have any queries regarding the role or application process, please contact Kirsty Whiteley at Highlands Primary School on Tel: 01482 835609 or via email kwhiteley@highlands.het.academy

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

SECTION: Highlands Primary School **GRADE:** 4

JOB TITLE: Attendance Officer **DATE PREPARED:** 12 October 2022

EVALUATION DATE: 11 October 2022 **JE NUMBER:** HET78

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Schools Equal Opportunities in Employment Policy.

PURPOSE:
To support the school in improving school attendance, parental engagement and ensure compliance with statutory regulations. To challenge non-attendance and lateness, encouraging high levels of attendance and punctuality.

PRINCIPAL ACCOUNTABILITIES:

1.	To promote and safeguard the welfare of children and young people.
2.	To inspect absence systems on a daily basis, to contact families, by telephone where possible, to enquire about absence and seek an immediate return to school.
3.	To take daily pupil absence calls, maintain a record of all phone calls and visits, keep up to date records on pupil's attendance and provide this information to the Inclusion Lead.
4.	To assist in undertaking daily checks to ensure registration procedures agreed are adhered to consistently across the school.
5.	To follow up absences for pupils not returning to school and ensure correct information is held on system in relation to contact details.
6.	To input attendance data using relevant ICT packages and generate attendance reports.
7.	To support the Inclusion Lead to monitor the registration of pupils educated off site, including those with long term absence, to undertake follow-up work as needed, including liaison with parents, staff the LEA and outside agencies.
8.	To provide data to complete termly analysis and case files for persistent absent families.
9.	To challenge persistent absenteeism by maintaining regular contact with parents by telephone and home visits and liaising with the Inclusion Lead.
10.	To undertake home visits with the Inclusion Lead to investigate problems relating to school attendance. To advise parents, carers and pupils on educational policy and support with completion of statutory forms for penalising poor attendance.
11.	To assist in ensuring that effective interventions and strategies are put into place to reduce persistent absence, improve attendance and promote inclusive education for pupils with identified attendance issues.
12.	Attends regular attendance meetings with Inclusion Lead, SBM, Deputy Head and Headteacher to share knowledge and highlight any concerns for our families.
13.	Hold meetings in school with parents who are displaying persistent absence to develop school led strategies in achieving good attendance in the future.
14.	Organise and promote parental engagement events such as lottery, termly fairs and other activities to encourage parents into the school.
15.	Administration of children admissions to the school including liaising with parents, past schools, the LA & the Inclusion Lead.

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| 16. | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Schools, as your employer and you as an employee. In addition to the Schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Schools Health and Safety policy. |
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GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

DIMENSIONS:

1. Responsibility for Staff: N/A

2. Responsibility for Customers/Clients:

The post-holder is responsible for providing pastoral care support and guidance to pupils with attendance/punctuality problems and their parents and carers in accordance with school policies and procedures.

3. Responsibility for Budgets: N/A

4. Responsibility for Physical Resources:

Responsible for logging information on a daily basis, some of which is confidential and of a sensitive nature. Responsible for analysing information and producing regular reports.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

- Parents/carers/pupils
- SLT
- Attendance team
- Teaching staff
- Support staff

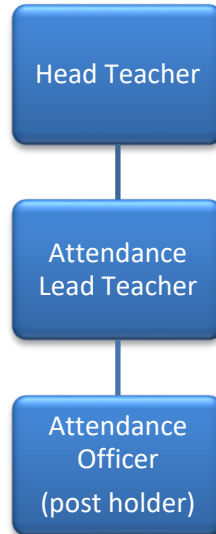
2. With Any Other Council Areas (where applicable)

- LA officers
- Parents/carers

3. With External Bodies to the School

- Other agencies
- Relevant staff from other schools relating to transfer
- The community

ORGANISATION CHART:



	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓					The post holder may occasionally have to deal with physically aggressive behaviour from pupils
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓					The post holder may occasionally come up against abuse/challenging behaviour from parents/carers/pupils
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					The post holder may have exposure to sensitive information

Notes:

This job description may be amended at any time in consultation with the postholder.

I have read and accept the role of Attendance Officer.

Signed Postholder _____ Date _____

PERSON SPECIFICATION

The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation

		Essential	Desirable	How identified
1. Qualifications:				
	NVQ3 or equivalent qualification in relevant discipline		✓	
	NVQ2 or equivalent in relevant discipline		✓	
	NVQ2 or equivalent in ICT including data handling		✓	
	GCSE grade A* - C or equivalent in Maths	✓		
	GCSE grade A* - C or equivalent in English Language	✓		
2. Relevant Experience:				
	Experience of working with administrative systems	✓		
	Experience of working in a school environment	✓		
3. Skills (including thinking challenge/mental demands):				
	Motivation to work with children and young people	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to produce, maintain and analyse data	✓		
	Very good numeracy/literacy skills	✓		
	Very good ICT skills	✓		
4. Knowledge:				
	Excellent knowledge of DfE's Working Together to Improve School Attendance procedures and practice.	✓		
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		
5. Interpersonal/Communication Skills:				
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		
	Work as part of a team, understanding school roles and responsibilities and your own position within these.	✓		
	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓		
	Written Skills			
	Ability to write reports.	✓		
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
6. Disclosure of Criminal Record:				

PERSON SPECIFICATION

The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

**Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation*

	Essential	Desirable	How identified
The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

This is us. Humber Education Trust.



We value our employees



The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

The opportunity to make a real difference to the lives of our students