

ERNULF ACADEMY



Attendance Officer

CANDIDATE PACK

Job Description

JOB TITLE:

Attendance Officer

REPORTING TO:

Assistant Principal

SALARY RANGE:

£23,114 - £25,119 per annum full time equivalent salary
SCP 4 – SCP 9

ACTUAL SALARY IF PRO RATA:

£19,825 to £21,544 per annum

CONTRACT TYPE:

Permanent

WORKING PATTERN:

Term time – 39 weeks per year – 38 weeks of term time
plus 5 INSET days per annum

37 hours per week, Monday to Friday

SCHOLARSHIP

CURIOSITY

TENACITY

RESPONSIBILITY

RESPECT

Open Letter from our Principal

Dear Candidate,

Thank you for your interest in Ernulf Academy. The core purpose of the Academy is to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility. Ernulf Academy is an 11-16 Secondary School based in St. Neots located in North Cambridgeshire.

Ernulf Academy is a school fully committed to an inclusive, comprehensive curriculum for all, which is underpinned by our five core values: Scholarship, Curiosity, Tenacity, Responsibility and Respect. These values are at the heart of our vision for the school and the important qualities and characteristics we want all our pupils to develop. Our pupils are encouraged to develop confidence, independence and resilience.

We strive for them to be ambitious and 'be the best they can be' whilst being considerate, tolerant and willing to contribute positively to the wider community.

We have high aspirations for all of our young people. Our ethos is based on the celebration of success and the determination to secure further improvement. Visitors to the Academy comment on the purposefulness of lessons and the calm, friendly conduct of students.

Ernulf Academy is a friendly and supportive school which prides itself on treating everyone as an individual and have a family atmosphere.

A scholarly approach is at our core but enabling our pupils to have a holistic education, preparing them for life in the 21st Century and becoming global citizens is just as important.

Mark Neesam
Principal
Ernulf Academy

Please visit our website for further details on our friendly and supportive [school](#)

SCHOLARSHIP

CURIOSITY

TENACITY

RESPONSIBILITY

RESPECT

Purpose

Under the guidance of the Senior Leadership Team, be responsible for undertaking administrative and organisational processes within the Academy. Assist with the planning and development of support services.

To provide general support for the implementation of the Academy's attendance and safeguarding policies and procedures.

Key Areas:

Organisation / Administration / Resources

Main Duties and Responsibilities

Organisation

- Work with the Pastoral Teams to ensure robust administration and record-keeping in relation to attendance improvement, monitoring and management.
- Support the Pastoral Teams and the Safeguarding Team with agreed individual casework.
- Have regular contact with families whose children are not attending school regularly.
- In liaison with the Senior Leadership Team, ensure proactive support for children, against an agreed set of criteria.
- Foster productive relationships with families and students to ensure their attendance at school improves.
- Support the work of the wider attendance team during busy periods and/or during periods of staff absence.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Liaise with key personnel within the academy to ensure information is communicated swiftly and efficiently.

Administration

- Manage manual and computerised record/information systems, particularly BROMCOM and CPOMS.
- Analyse and evaluate data/information and produce reports/information/data as required.

Resources

- Operate relevant equipment/complex ICT packages.
- Provide advice and guidance to staff, students and others.

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

General

- To develop and promote high standards throughout the Academy Trust and Cambridgeshire County Council Children's Services.
- To undertake any other duties, commensurate within the grade, at the discretion of the Principal.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

SCHOLARSHIP

CURIOSITY

TENACITY

RESPONSIBILITY

RESPECT

Person Specification

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

Relevant Experience

- Recent and relevant experience in supporting childrens' attendance
- Experience of development, management and operation of administrative systems

Education and Training

- 4 GCSEs A*-C (or equivalent), including English and Maths.
- Level 3 or equivalent qualification
- Safeguarding Children Level 3 Designated Lead Training
- Significant experience of working with children/young adults in a formal role

General and Special Knowledge

- Very good numeracy/literacy skills
- Very good ICT skills
- Experience of School Information Management Systems
- Effective use of ICT and other specialist equipment/ resources
- Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation

Skills and Abilities

- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities

General Information and Working Arrangements

- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.
- To 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.
- To take responsibility for the implementation of, and compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and / or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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

SCHOLARSHIP

CURIOSITY

TENACITY

RESPONSIBILITY

RESPECT

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

SCHOLARSHIP

CURIOSITY

TENACITY

RESPONSIBILITY

RESPECT

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

SCHOLARSHIP

CURIOSITY

TENACITY

RESPONSIBILITY

RESPECT