



Attendance Officer

Salary:	Scale 5 point 12-15 Actual £30,135 to £31,482
Hours:	35 hours per week 7.30am to 3.30pm (Monday to Friday) Term Time Only Plus one week
Required for:	As soon as possible
Application Closing Date:	Friday 6 th June 2025
Interview Date:	TBC

*Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date
Starting salary dependent on experience*



Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of Attendance Officer.

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.

We seek to ensure that everyone is treated with dignity and respect. We also make sure all of our students pursue a rich programme of study at all key stages appropriate for their age and ability, ensuring that there is no narrowing of the curriculum.

These aims, coupled with high expectations for everyone has resulted in remarkable success for our students.

We very much welcome applications from all faiths and backgrounds and value the unique experience that every individual can bring to our school and look forward to receiving your application.

Professional Development:

We can offer you professional development to begin or advance your career. You will be part of a school that is established in developing practitioners and nurturing future leaders. The opportunities for progression at Cardinal Pole are significant. We offer a range of CPD, including multiple Middle Leadership pathways in addition to supporting preparation for Senior Leadership via MA study, NPQSL and SLT secondment opportunities. There is no doubt that these opportunities will help you achieve your own career ambitions rapidly.

Benefits:

- Two-week October half term break.
- You will be joining an AWARD WINNING National School of the Year 2024 & TWICE TES Secondary School of the Year nominated school.
- Free staff access to a modern and high quality gym which was fully refurbished in September 2023.
- An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.
- Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).
- Opportunities for progression.
- Sophisticated modern school building set in the heart of vibrant Hackney
- A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction
- Free Breakfast Club every day for staff and students
- Free Bike servicing for staff
- Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)
- Travel contribution if you live in Zone 6 and further may be granted, (T&Cs apply)
- Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.
- Employee Assistance Programme



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CARDINAL POLE CATHOLIC SCHOOL **JOB DESCRIPTION**

Post: Attendance Officer

Grade: Scale 5

Working Hours: 35 hours / Term Time plus One Week

Job Summary: To raise attendance and punctuality across the school.
To measure attendance and punctuality.
To innovate strategies for improving attendance and punctuality.

Responsible to: S SLT with oversight of attendance

Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Principle Responsibilities:

GENERAL ADMINISTRATION

The following responsibilities are common to all Administrative support staff.

To undertake similar duties, commensurate with the level of the post, at the discretion of the Office Manager and/or senior members of staff. This could include temporary re-deployment to meet the needs of the wider School.

These duties may include (not limited to):

- General clerical / administrative / filing support / reprographics
- Lunchtime and/or temporary cover
- Supporting preparations for major School events
- Communications with staff, students, parents and other external stakeholders
- Administration supporting the functions of admissions, attendance and/or behaviour, student welfare and data management.

SUPPORT TO SCHOOL

1. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
2. 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.
3. Be aware of, support and ensure equal opportunities for all.
4. Contribute to our Catholic ethos, our work and the overall aims of the school
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.
8. Assist with pupil needs as appropriate during the school day.

PUPIL ATTENDANCE

1. To be responsible for ensuring that the register is taken for each period across years 7 – 13
2. To record pupil lateness and reasons for absence
3. To input data into software from manual registers when necessary and to run the daily late desk
4. To ensure the accurate coding of absences
5. To work closely with the Heads of Year, Form Tutors and Office Team to ensure the accurate recording of lateness and absence, amending records where necessary
6. Make first day absent phone call /contact with parent
7. To take telephone calls from parents and carers regarding absent pupils and deal with any follow up queries
8. To telephone parents when a student is absent and establish the reason for absence when no reason has been obtained via automatic attendance system
9. To identify and prioritise students whose attendance is a cause for concern and contact parents to raise awareness of non-attendance and possible consequences
10. To work with parents over the telephone to address pupil attendance concerns

11. To arrange appointments with parents, Heads of Year and the School Attendance Officer when required
12. To monitor attendance on the system and identify concerns through weekly analysis of attendance data
13. To provide weekly attendance and punctuality reports
14. To maintain after school sessions registration database
15. To follow up any absence from after school sessions
16. To closely liaise with Heads of Year and SLT over attendance concerns, providing reports, analysis and administrative support when required
17. To provide administrative support to Heads of Year with pupil referrals to Hackney Education's School Attendance Officer
18. To fully operate Bromcom in order to enable the development and production of reports and analysis of information and statistics
19. To produce regular attendance statistics and returns required by the school, Local authority and DfE
20. To implement and manage automated attendance systems e.g. Truancy
21. Call, ensuring on an annual basis that the best system is being used
22. To work with the Data Manager and IT to develop proactive strategies which ensure Lesson Monitor is run reliably across the school and has data integrity
23. To train new staff on taking registers and also update staff on new releases when system is upgraded/updated
24. To update pupil contact details on an ongoing basis
25. To liaison with the Data Manager to ensure the accurate management of pupils on and off roll
26. To maintain the roll numbers of each year group by placing 'casual intake' into the school through liaising with Hackney Education and arranging meetings for the parents to meet with Headteacher or SLT
27. To identify issues with class lists and timetabling and report to the Data Manager

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.