THE DEAN TRUST
Believe Achieve Succeed

Chief Executive: Mrs Jane O'Brien
Executive Headteacher: Miss Anita Edwards

Dear Applicant

Thank you for your interest in the position of Attendance Support Officer.

Salary: Grade 4, SCP 12 – 17 - Full Time Equivalent £28,598 – £31,022 PRO RATA
36.25 hours per week. 8am-4pm Monday to Friday

- Term Time only
- Permanent Post
- Start Date: Immediate Start/as soon as possible
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.
If you would like to learn more about The Dean Trust, please visit www.thedeantrust.co.uk.

Method of Application

All applications must be made electronically using the Dean Trust's application form. Click **Apply Now** on our recruitment page https://careers.thedeantrust.co.uk/ to submit your application. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **3pm, Wednesday 25th November 2026** will not be considered.

The Dean 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.

If you have any questions please contact us on 0161 775 2937.
Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	**Attendance Support Officer**
Reporting to	**Executive Headteacher**
Main purpose of job	The Attendance Support Officer will work across **Partington Central Academy and Forest Gate Academy** in coordination with the Senior Leadership Teams, Safeguarding Officer and Administration Team to improve school attendance, punctuality and behaviour through effective working with pupils, families and outside agencies. The post holder will work to promote excellent attendance, reduce levels of absence and work with children and families to ensure high levels of attendance and punctuality. The post holder will have responsibility for ensuring the school fulfils its legal responsibility including preparing and submitting legal documentation and penalty notices.

MAIN DUTIES:
Support for pupils

- Establish productive working relationships with pupils and their families, acting as a role model and setting high expectations of attendance and behaviour
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To follow the school procedures for reporting absence and ensuring that there is ‘first day contact’ or 'medical evidence' provided as required
- Make daily home visits to the homes of absent pupils or families requiring a welfare check.
- Meet with pupils and parents in school to provide on-going support and challenge
- Follow up with staff and parents any unexplained absences
- To monitor the attendance of vulnerable groups and liaise with appropriate staff (such as the SENDco and Safeguarding Officer)
- To organise incentive programmes with key groups and manage the incentive budget
- Identify, support and monitor pupils who require support in improving their attendance
- Ensure parents/carers are aware of their legal responsibilities to make sure that their children receive an education
- Ensure the schools systems and process adhere to the DfE statutory guidance and departmental advice and that any changes to this guidance is acted upon within the necessary timeframe
- Take action through the magistrates' court if necessary
- Help, when requested, families get benefits, such as school meals, transport and clothing
- Make referrals to other agencies and professionals, such as social services and educational psychologist
- Encourage parents to build good relationships with the school
- Help arrange other education for pupils who are excluded or unable to attend school
- Administration tasks, such as writing case notes, writing to parents and preparing court reports.
- To work alongside relevant staff to exchange information and determine appropriate levels of intervention.

- Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff.

- To act as a school First Aider.
- To ensure the confidential safekeeping of sensitive documents.

Support for teachers

- Working with the Administration Team to collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in school
- Working with the Safeguarding Officer to support vulnerable families, collaborate with outside agencies, make referrals and produce written documentation
- Provide data, information and reports on attendance to SLT, stakeholders and appropriate agencies.
- To act as a source of support, advise and expertise to staff on matters of safeguarding, attendance and behaviour
- Accompany teaching/lead staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/lead staff
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Support for the curriculum

- To collaborate with staff and appropriate professionals to support children to successfully access the curriculum

Support for the school

- To maintain attendance tracking systems, analysing data and using the data to target interventions appropriately
- Take action over non-attendance and poor punctuality
- Implement the relevant school policies including safeguarding, child protection, behaviour, anti-bullying and attendance
- Be responsible for pupil records related to the role and the secure transfer of documentation to relevant agencies and schools
- To support with attendance, safeguarding and behaviour policies to improve attendance and behaviour across the school

General

- Maintain high standards of confidentiality
- Undertake other duties appropriate to the grading of the post as required

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at evens as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive & Exeutive Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

Person Specification

Education and qualifications	**Essential** ● GCSE Mathematics & English Language A*-C ● Ability to undertake further training and development as required **Desirable** ● Degree or equivalent level qualification in a relevant subject eg CQSW, CSS, Diploma in Social Work, Diploma in Education Social Work Studies
Experience	**Essential** ● Experience of working with children or young people ● Experience of working with or in schools ● A sound knowledge of education welfare work ● Experience of working with vulnerable children in an educational setting ● General administration experience
Knowledge	**Essential** ● The ability to use IT to analyse data and write clear, detailed reports ● Willingness to learn to use the school management information systems (e.g. Bromcom, CPoms) ● Knowledge an awareness to the protection and safeguarding of children and young people ● Knowledge of attendance management policies and protocols ● Full working knowledge of relevant policies and codes of practice/legislation ● Constantly improve own practice through self-evaluation and learning from others
Skills and abilities	**Essential** ● A full UK driving licence and own transport ● Ability to work effectively with outside agencies ● Ability to manage own work and meet deadlines ● Excellent interpersonal and communication skills, including conflict management and mediation skills ● A desire to improve the outcomes for vulnerable young people by supporting their emotional development and wellbeing ● Good IT skills including word processing, spreadsheet, database management ● Excellent organisational and administrative skills ● Ability to prioritise workload ● Ability to handle confidential issues and materials sensitively and appropriately ● Ability to work to deadlines with excellent attention to detail and accuracy levels