



Recruitment Pack

ATTENDANCE OFFICER

APRIL 2025

NJC Grade 4, Points 7-11

37 hours per week, Term Time plus 1 week

Actual salary - £22238 to £23703

Apply via TES <https://www.tes.com/jobs/vacancy/attendance-officer-mirfield-2189099>



Vision

To achieve academic excellence, develop character, and raise aspirations for all at **Castle Hall Academy**



**Academic
Excellence**



**Develop
Character**



**Raising
Aspirations**

Key Drivers



Heart

Developing a
strong moral
compass



Mind

Developing our
capacity to
think



Communication

Communicating with
people and cultures
outside of ourselves

Mission

To become an academy
‘where hearts and minds connect’



Academic Excellence



Developing Character



Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Pastoral Team is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard over the last 5 years to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Attendance Officer could be the job for you!



Paul Brook
Headteacher



Academic Excellence



Developing Character



Raising Aspiration

High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



Characteristics of Exceptional Learners



Reasoning

I ask questions about my learning and independently work things out for myself.



Resilience

When things get challenging, I never give up and learn from my mistakes.



Responsibility

I choose to do the right thing even when nobody is watching.



Respect

My behaviour is exceptional. I show respect for all in my community.



Reflection

I take every opportunity to review and develop my learning and behaviour.

Work hard, be kind and follow staff instructions - everybody, everyday



Academic Excellence



Developing Character



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Job Description

Post: Attendance Officer

Purpose

To work alongside key school staff to promote excellent pupil punctuality, attendance, reduce levels of absence and with children and families, maintain the profile of attendance within The Academy.

Duties and Responsibilities

- Be responsible for the Bromcom Attendance system, monitoring and identifying student punctuality and absence.
- Follow school policy on 'first day absence'.
- To assist with interpreting information relating to attendance patterns and identify key areas of concern.
- To ensure all registers are completed and there are no missing marks or unexplained absences.
- To ensure all unexplained absences are accounted for and contact staff or parent requesting an explanation.
- To assist and check records prior to Census to ensure school attendance data is accurate and up to date.
- Check accuracy and correct coding on registers.
- Follow Attendance policy, including any associated admin as necessary.
- Prepare reports, statistics and provide updates on student punctuality and attendance as and when required
- To assist with the identification of students who will receive support to improve their attendance record.
- Work with parents, carers and other agencies in improving child's attendance record and coordinating parental support.
- Assisting with any home visits if required.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings/training and carry out tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.



Person Specification

Post: Attendance Officer

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • A good level of education 	<ul style="list-style-type: none"> • Relevant CPD 	<ul style="list-style-type: none"> • Application • Certification
Experience	<ul style="list-style-type: none"> • Values driven • Strong ICT skills • Experience of working with young people, their parents and other agencies in relation to child attendance issues • Safeguarding training 	<ul style="list-style-type: none"> • Working in a school with a similar context • Experience of working with Bromcom Attendance 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • Innovative approaches to working with students, parents and multi-agency partners in relation to, attendance and interventions. 		<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Values-aligned • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy 	<ul style="list-style-type: none"> • Willingness to develop own understanding and capability through advice and training • Ability to think clearly and remain calm in an emergency situation 	<ul style="list-style-type: none"> • Application • Interview • References





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