



Candidate Brochure

Attendance & Pupil Services Assistant



THE DEAN TRUST
Believe Achieve Succeed

Attendance & Pupil Services Assistant Job Summary

SALARY: Grade 4, Points 7 to 11

£26,403 to £28,142 pro rata

START DATE: As soon as possible

WORKING PATTERN:

Full-time, TTO, 39 weeks, including 5

INSET days / **A full driving licence is essential**

CONTRACT: Permanent

LOCATION:

Abraham Moss Community School

RESPONSIBLE FOR:

Work as part of the Attendance Team & Pupil Services.

ACCOUNTABLE TO:

Pastoral & Safeguarding Coordinator,
Attendance Lead and
Deputy Headteacher - Pastoral

The post holder will work within the Attendance Team and Pupil Services. They will be responsible for undertaking identified attendance tasks and aspects of service and administration to ensure the smooth running of Pupil Services.

The post holder will undertake home visits for pupils whose attendance falls below 85% and for those who attend after the close of registers.

The Dean Trust is an equal opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check



Main Purpose of the Role

- To undertake home visits for pupils whose attendance falls below 85% and for those who attend after the close of registers. Must be able to drive for the home visits.
- Identify, support and monitor pupils who require support in improving their attendance and punctuality
- To be responsible for the Pupil Services area, ensuring a professional ethos and efficient service is presented to staff and pupils at all times;
- To communicate to all staff, pupils and parents with courtesy and clarity, including face to face, written communication on MCAS application and on the telephone;
- To process mobile phones that have been confiscated and alert parents regarding this on MCAS.
- To monitor and record Patrol requests, alerting Patrol as necessary and ensure all Patrol requests are logged accordingly; informing relevant staff of the correct procedures if necessary;
- To support pupils feeling unwell, requiring First Aid or to leave for an appointment, contacting appropriate staff and the pupil's parents/carers, and to ensure the attendance register is marked accordingly;
- To support Pastoral staff with logging of detentions and marking of registers as necessary;

Key Responsibilities

- To supervise pupils in Pupil Services awaiting collection;
- To provide general advice, guidance and direction to pupils and staff members;
- To promote positively the Pupil Services within the School, working together to improve all aspects of school administration;
- To work collaboratively with all staff and parents in order to support pupil well-being;
- To use initiative in time management to organise own workload in order to meet deadlines;
- To be multiskilled and be able to cover for other colleagues in the event of absence and support during heavy workload periods.

Administration

- To provide clerical and administrative support in both the attendance and Pupil Services, for example, setting up attendance panels, logging truancy, Patrol alert requests, logging lunch slips issued etc.
- To assist with translating if necessary.
- To provide general clerical and administrative support, for example, photocopying, scanning, and responding to routine communication on MCAS application.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high-level administrative service.

- To liaise with the Site team reporting any necessary maintenance, repairs and manual handling jobs.

Resources

- To operate relevant equipment e.g. franking machine, shredders, photocopiers.
- To operate relevant software including Bromcom, CPOMS and Google Drive.
- To assist with the orderly and secure storage of stocks and supplies, ordering through Finance staff when stocks are low.
- To assist with stock keeping and ordering as necessary of uniform and equipment for the uniform room.

Responsibilities

- To be an active and enthusiastic member of the Attendance Team and Pupil Services, showing initiative and developing new methodologies, working to promote a mutually supportive team.
- Use initiative in time management to organise your own workload in order to meet deadlines.
- To be multi-skilled and be able to cover for other colleagues in the event of absence and support during heavy workload periods.
- Promote positively the Attendance Team and Pupil Services within the School, working together to improve all aspects of school administration.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To promote equal opportunities for all.
- Using a variety of skills you may be required from time to time to support other colleagues in their administration duties across the School.
- To contribute to the overall ethos, work and aims of the School

Attendance

- Follow procedure for pupils arriving late
- Produce and report on absence statistics and trends liaising with senior staff to ensure attendance and punctuality is managed effectively
- Monitor the attendance of vulnerable groups and liaise with appropriate staff
- Ensure parents/carers are aware of their legal responsibilities to make sure that their children receive an education up to the age of participation.
- Help, when requested, families get benefits, such as school meals, transport and clothing
- Referrals to other agencies and professionals, such as social services and educational Psychologists
- Make home visits or arrange meetings with pupils and parents in school to provide on-going support
- Encourage parents to build good relationships with the school
- 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 work as part of an all through attendance and admission team

Pupil Services

- Manage and monitor pupils signing-in on arrival and return to lesson as soon as possible.

- Manage and monitor loaning and sale of uniform items, restocking of items and support with contacting parents regarding loaned uniform items.
- Manage and monitor storage of confiscated mobile phones and other electronic devices, informing parents to collect the items at the end of the day;
- Support Pastoral Team in terms of checking attendance and locating pupils.
- To promote Pupil Services and Abraham Moss Community School.
- Positive interaction with pupils – building strong relationships, modelling appropriate behaviour to pupils, providing support.
- Ensuring all parts of the Pupil Services are kept in excellent condition and that the Pupil Services area is presentable.
- Ensure fire safety is adhered to and assist users in evacuation in the case of a fire alarm.

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 training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events 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 Executive Team and/or Headteacher

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

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

Person Specification

	Essential	Desirable
Qualifications		
A good level of education, including GCSE Mathematics and English Language A*-C	✓	
A Level and/or degree qualification		✓
Experience		
Google documents	✓	
Good keyboard skills	✓	
Knowledge of Bromcom or willingness to be trained		✓
Knowledge of relevant policies and legislation relating to Data Protection and Guidance, or a willingness to undergo appropriate training.		✓
Fully qualified first aider or a willingness to undergo appropriate training.		✓
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓	
Enthusiasm for further training and professional development, particularly in respect of new technological requirements in schools.	✓	
Knowledge		
Experience of working in an administrative and clerical support environment.	✓	
Experience of operational and organisational administrative procedures.	✓	
Knowledge of behaviour management and mentoring strategies		✓
Skills and abilities		
Ability to work effectively with pupils, staff, parents and members of	✓	

the community		
Flexibility and ability to cope with a range of tasks in a busy and challenging environment	✓	
Calmness and professionalism	✓	
Ability to inspire pupils	✓	
Demonstrate a commitment to safeguarding and promoting the welfare of the learners within the school	✓	
Ability to communicate effectively and appropriately with all members of the school community	✓	
Ability to analyse and interpret information and situations, and present findings in a clear and concise manner	✓	
Possess an enthusiastic, proactive and positive attitude towards children and the education environment	✓	
Ability and willingness to work independently and as part of a team	✓	
Willingness to be involved in the full life of the school	✓	
Demonstrate high levels of emotional intelligence	✓	
Competent IT skills	✓	
Ability to undertake further training and development as required	✓	



How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:

careers.thedeantrust.co.uk

Application Closing Date: No later than 09.00am on
Friday, 25 September 2026

Successful candidates will be notified

Interview Date: TBC

If you have any queries, please contact the HR team on 0161 532 5400 or email Noeline Taker at noelinetaker@abrahammoss.co.uk