



PARTNER OF THE EVERYONE MATTERS SCHOOLS TRUST

Job Description

Attendance Manager

Responsible to	Vice Principal for Attendance
Scale	NJC SCP 12-17 £27,711 - £30,060 FTE
Hours	Term time plus 5 days, 37 hours per week
Start Date	September 2025

MAIN PURPOSE OF THE ROLE

- To support the administration of attendance.
- To support the management of the attendance team, ensuring that all statutory requirements linked to attendance and punctuality are accurately fulfilled.
- To support the school's pastoral management system by working with the key staff, students and wider school community to encourage students to maintain full attendance.
- Under the direction of the Vice Principal for Attendance, oversee the implementation of daily absence communications and responses.
- To create and sustain effective partnerships and maintain excellent working relationships with students, parents/carers and the wider community.

MAIN DUTIES AND RESPONSIBILITIES

- To support the management of relevant staff linked to attendance, for example, the attendance work of the pastoral leaders.
- Maintain up-to-date knowledge of local authority processes, government legislation and statutory expectations linked to attendance, punctuality and Children Absent from Education (CME).
- To raise concerns with the trust attendance office that require legal intervention.
- To provide training to the pastoral team on attendance legislation and interventions. To support and provide CPD to all staff on attendance improvement.
- To ensure full knowledge of the working together to improve attendance guidance.
- Ensure that all attendance related record-keeping fulfils statutory requirements up to the level and standard required for appropriate legal action and presentation in court as required.

- Fulfil the reporting requirements of school and external bodies on attendance and punctuality data or associated information.
- To be responsible for keeping and updating records of parental communication and reasons for absence / lateness ensuring student files are kept up to date with particular emphasis on daily absence monitoring.
- To be responsible for actioning daily absence communications using Synergy/Attend
- To oversee, track and manage the attendance and punctuality escalation system. To monitor the actions of the pastoral team to ensure they are following the systems correctly and intervene where they are not.
- To manage caseloads of students and support their attendance improvement through parental meetings, visits, student meetings and planning interventions.
- To work with the Vice Principal to develop rewards and praise for attendance.
- To support the vulnerable student team in targeting and improving vulnerable student attendance, in particular that of the disadvantaged students.
- To support internal procedures relating to unknown absence and leave of absence, actioning appropriate statutory action and CME referrals and maintaining accurate records of all such referrals.
- To identify and track students at risk of low attendance from medical conditions and ensure evidential records are maintained for students identified as persistent absentees, or at risk of becoming so.
- To offer mentoring and guidance directly to students who are identified as at risk of underachievement due to irregular attendance and/or punctuality.
- To track the attendance of student's accessing modified timetables, including those on part time tables, and/or alternative provision.
- To ensure appropriate paperwork and TESSA referrals are completed for students accessing appropriate provision and those with part time timetables.
- To liaise with the SEND team to ensure attendance interventions and plans are in place to improve attendance.
- To support the mentoring work of wider pastoral teams by offering colleagues advice and guidance where irregular attendance is identified as a problem and where exclusion is identified to be a risk, minimising absenteeism and risk of exclusion.
- To develop and maintain regular contact with identified students' families, parents and carers via meetings and home visits, providing information to help in the development of strategies to support the raising of student achievement and self-esteem.
- To take the lead towards key support strategies and interventions such as Early Help Assessments, attendance panel meetings and attendance & punctuality action plans.
- To signpost parents/carers and colleagues to Early Help Hubs where necessary, in order to ensure families, benefit from the full range of support services available.
- To attend multi agency meetings as required with particular emphasis on supporting early help assessment referrals.
- To meet regularly with the Vice Principal for Attendance to review attendance and plan effective interventions and next steps.

- To work with the Student Transition Lead to facilitate the early identification of vulnerable students at risk of under achieving and to be available at the year 6 transition evening.
- To be an integral part of the Pastoral and Safeguarding Team.
- To assist in the supervision of students on visits, trips and out of school activities as required
- To support the school's duty rotas where necessary.
- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- To contribute to training of colleagues as needed.
- To undertake personal development to improve own practice.
- Willingness to undertake first aid training as appropriate.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

TO PLAY A FULL PART IN THE LIFE OF THE SCHOOL COMMUNITY, TO SUPPORT ITS MISSION AND ETHOS AND TO ENCOURAGE STAFF AND STUDENTS TO FOLLOW THIS EXAMPLE.

- To promote actively the school's corporate policies.
- To continue personal development as appropriate.
- To work collaboratively with colleagues.
- To promote and participate in the school's performance review process.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and students.
- Every member of staff has a duty to commit to the safeguarding and welfare of all students at the school.
- To participate in staff programmes for training, in particular safeguarding and health and safety.
- Share in the corporate responsibility for the well-being and discipline of students.
- Promote the good work of the school in the wider community

This job description is current at the date shown, but, in consultation with you, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Rainford High School is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, gender identity, sexual orientation or religious belief.

Rainford High School is committed to safeguarding and promoting the welfare of children. Post holders must receive a satisfactory enhanced DBS check before taking up the post and undertake a minimum of three-yearly checks.

Rainford High School is committed to promoting positive mental health and emotional well-being to our student body and to every member of our school staff. We pursue this aim through the use of effective policies and procedures within a safe and supportive school/work environment