

 **Attendance Officer**

**Band 5/6 (depending on experience) SCP 4-6 £23,108- £23,898**

**(actual salary - £19,364 to £20,026)**

**37 hours per week, term time only (Monday – Friday 8.00am – 4.00pm), permanent following a successful 6-month probationary period**

An opportunity has arisen for an Attendance Officer to join Horton Park Primary School, part of Exceed Academies Trust.

Horton Park is a vibrant two-form entry primary school for children aged 4 to 11 years old with 432 pupils currently on roll. The school boasts excellent facilities and the recent addition of a Key Stage One School Led Resource Provision, which caters for the needs of children with generic complex needs.

Located in the heart of the Canterbury estate, within the culturally diverse Great Horton area. The school possesses an excellent reputation within the local and wider community. Horton Park is a school where ‘everyone learns to succeed’ and we provide our children with the cultural capital they need to be successful in our thriving community and beyond.

Exceed Academies Trust believe that successful schools develop their own identity and individuality and are best placed to meet their own community’s needs. We believe that partnership working, the sharing of good practice and being outward facing as an organisation supports our aims and leads to outstanding results.

The role of an Attendance Officer is:

* To develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
* Accurately complete admission and attendance registers and have effective day to day systems in place to follow up on absences
* To follow and adhere to the whole school attendance policy
* Analyse school absence and attendance data, identify any emerging patterns and put effective strategies in place
* Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
* Liaise with the Inclusion Lead to support pupils and families with medical related absences
* Regularly monitor and analyse data to manage persistent absences / term time holiday requests / lateness and work alongside external agencies to mitigate this
* Tomaintain accurate data relating to all pupils’ attendance on the schools information management system (SIMS)
* To make first-day absence calls to parents in a timely manner and carrying out home visits, reporting results to the Senior Leadership Team

The successful candidate will be:

* Professional, courteous and friendly
* Well organised, self-motivated and resilient
* Able to work effectively as part of a team
* Educated to GCSE grade C or above in English & Maths
* Able to speak either Urdu, Punjabi or any other community language

We offer:

* Relevant CPD and keeping up with local and national changes
* A dedicated, professional and experienced staff team
* Enthusiastic, confident and well behaved children
* An opportunity to work in a school which is outstanding in all areas
* The chance to further your professional career with a leading Multi Academy Trust
* Access to free support via our Employee Assistance Programme

**Closing Date: Monday 23rd September 2024 by 12.00pm**

**Interviews: Friday 27th September 2024**

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

If you wish to apply for this role, please visit our school website [www.hortonparkacademy.co.uk](http://www.hortonparkacademy.co.uk) or Trust website [www.exceedacademiestrust.co.uk](http://www.exceedacademiestrust.co.uk) to download an application pack.

Completed applications should be submitted to shazia.akhtar@hortonparkacademy.co.uk.

***Please note, we do not accept CVs.***

*Exceed Academies Trust strives to be an employer of choice.  We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves.  We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably.  We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.*