

# Parklands High School



## Attendance Manager- Application Pack



Dear candidate,

Thank you for showing an interest in this vacancy at Parklands High School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands is a founding school in our trust, which opened in February 2023. Balshaw Lane Primary School and Highfield Community Primary School joined us in April 2024. Walton-Le-Dale High School became part of our trust on June 1, 2024. Later this year, we will be joined by Gillibrand Primary School. As a newly established trust, we are at the beginning of an exciting journey and look forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. We aim to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- A culture that actively promotes a positive work-life balance.
- A culture that promotes well-being initiatives.
- Access to UK Healthcare (<https://www.ukhealthcare.org.uk/>) helping staff with the cost of everyday health expenses such as visiting the opticians, paying for glasses, dental treatment and even paying for prescriptions, up to agreed policy limits. Employees can also claim an allowance for hospital admissions, whether NHS or private, access telephone counselling services and receive a discount on gym membership to keep them fit and motivated for work.
- Opportunities to participate in extra-curricular activities and school trips
- An open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
- Excellent relationships between the Trade Unions and the trust schools

Staff at Parklands High School benefit from:

- Free access to our state-of-the-art gym before and after school, as well as during school holidays
- A comprehensive well-being programme with a range of benefits including; Friday treats, staff bar-b-ques, Christmas lunch, a well-stocked staff room...

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,  
Steve Mitchell CEO

What can Parklands offer you?

Free access to our multi-gym facilities

Access to the UK's leading provider of corporate healthcare cash plans provided by UK Healthcare

A supportive working environment with colleagues with a great sense of humour

Involvement in:  
Extracurricular activities & clubs for our students  
House Competitions  
Dance Show  
Drama Productions  
Macmillan Coffee Mornings & Quiz Nights  
Sports Day  
Alternative Sports Day  
Learning Challenge Week  
Student Reward Trips  
Duke of Edinburgh Award Scheme  
Summer School  
World Book Day  
and so much more!

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## The Post

Salary: Grade 6 (point 11-19) £27269 - £31067 Term time only (pro-rata £23057.56- 26268.99)  
Hours: 37 hours per week - term time only.

Start date: As soon as possible

We are seeking an Attendance Manager to join our vibrant Achievement Team at Parklands High School, part of Aspirational Futures Multi-Academy Trust. Parklands is an 11-16 mixed comprehensive school with student attendance above the national average.

You will lead on all aspects of attendance, carrying out and coordinating the administration of attendance to improve attendance rates so students achieve the highest standard of educational outcomes possible. You will work collaboratively within a strong and committed Achievement team. The team includes non-teaching House Achievement Leaders.

We require someone who can support and challenge students and families when attendance falls below expectations, it would be beneficial, although not compulsory if you had a clear understanding of the legal processes involved in challenging absence.

The successful candidate will need to maintain confidentiality and handle matters sensitively and with discretion.

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**Closing date: 5th February 2025 12 noon**

**Proposed interview date: w/c 10th February 2025**

The application form can be downloaded from the vacancies page of the website [www.parklandsacademy.co.uk](http://www.parklandsacademy.co.uk). Please complete this and return it to the school. In addition, please submit an accompanying statement to outline how your experiences demonstrate that you meet the person specification. Please include here details of your experience and your suitability for the post. Maximum 2 sides of A4, size 12 Arial font.

Please return applications by email, marked 'Attendance Manager application' to [admin@parklandsacademy.co.uk](mailto:admin@parklandsacademy.co.uk)

For an informal discussion, please contact Mrs Sara Haslam, Assistant Headteacher, either by telephone or email to [shaslam@parklandsacademy.co.uk](mailto:shaslam@parklandsacademy.co.uk). Visits to the school are welcomed.

Parklands High School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.

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# Attendance Manager

## Person Specification and Job Description

We are looking for someone with excellent communication skills who can build strong relationships with students and their parents to gain an understanding of barriers to good attendance and how these can be addressed.

The successful candidate will be well-organised and able to work on their own initiative to implement school policies and procedures. Experience of working in a school environment and knowledge of school attendance regulations, SIMS and/or School Synergy would be an advantage but training will be provided.

In addition, you should show in your application that you have these skills and qualities:

- Experience of working with young people to provide personalised programmes of support
- Play an active part within the Pastoral Team
- A calm, patient and encouraging manner
- Confidence in supporting potentially vulnerable pupils
- An effective communicator with strong interpersonal skills and able to work effectively as part of a team.
- The ability to be self-motivated and manage time effectively
- Enthusiastic, dedicated and reliable with an understanding of your professional responsibilities.
- Ability to show initiative and problem solving skills.
- Drive to further develop professional skills and knowledge

### General Duties

- Understand and implement the school's Attendance Policy.
- Analyse school attendance data to identify trends, key areas of concern and areas for improvement.
- Advise the SLT and governing board on strategies to promote the regular attendance of all pupils in the school.
- Take a leading role in implementing agreed-upon strategies for improving attendance.
- Work on initiatives to raise awareness of the importance of good attendance amongst the school community.
- Maintain a working knowledge of legislation and statutory framework relating to school attendance and ensure that the school is operating in line with its statutory responsibilities towards pupils.
- Work with the Local Authority, eg by referring pupils with concerning attendance rates, where necessary.
- Contact pupils' parents in response to allocated referrals, home visits, or meetings in school.
- Work with the Local Authority and the SLT to issue fines to parents for their child's poor attendance.
- Support the pastoral team and SLT to develop targeted procedures to support pupils with lower attendance to attend school.
- Develop links with pupils who are transferring into the school to promote the school ethos of regular attendance.
- Monitor and log the lateness of pupils and run daily and weekly detentions with SLT support.

### Working with parents, carers and pupils

- Identify pupils with patterns of poor attendance.
- Meet with pupils to ascertain reasons for poor attendance and to encourage them to attend school.
- Maintain contact and/or meet with the parents/carers of pupils who have poor attendance to discuss the reasons for poor attendance and agree plans for improving attendance and punctuality.



- Work with the pastoral support team to ensure the wellbeing of pupils who are struggling with attendance is supported.
- Work with pupils, their parents/carers and the pastoral team to plan and implement interventions for specific pupils or groups of pupils who are struggling with attendance.
- Take the lead on developing any attendance case studies.
- Make home visits where necessary in line with the relevant school policies.

### **Administration and Data Protection**

- Draft termly attendance reports to submit to the governing body that detail and analyse attendance rates.
- Keep accurate and clear records of all interventions and consultations conducted.
- Keep up-to-date records of unexplained absences and any follow-up actions.
- Send out general communications to parents/carers and pupils about attendance and handle queries.
- Collate and maintain attendance data for analysis.
- Ensure that attendance data is stored in accordance with the Data Protection Policy and take responsibility for securely erasing expired data under the leadership of the DPO.
- Convert attendance data which includes personal information into statistical data where necessary.

### **Safeguarding**

- Understand and adhere to the school's Child Protection and Safeguarding Policy and the DfE's statutory guidance 'Keeping Children Safe in Education'.
- Ensure awareness of the statutory obligations the school has towards safeguarding pupils.
- Be aware of indicators of safeguarding and child protection concerns.
- Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns.
- Closely monitor the attendance of pupils who are deemed vulnerable or at risk of harm.
- Escalate safeguarding concerns about pupils to the DSL immediately.
- Collaborate with the DSL to launch and monitor interventions for vulnerable pupils who have low attendance in line with safeguarding obligations.
- Work with the DSL to engage with pupils' families where low attendance is a result of a safeguarding concern.
- Understand the limits of confidentiality, eg in the case of a safeguarding concern where information must be reported to the DSL or external agencies.

### **Other duties**

- Liaise with external parties, eg the Local Authority and social services, where necessary.
- Keep up-to-date with the necessary training, eg safeguarding training.
- Maintain strict confidentiality where appropriate.
- Attend meetings and updates provided by the Local Authority as required.
- Support the Assistant Headteacher with the administration of appeals and admissions paperwork
- Prepare and be responsible for the suspension paperwork on behalf of the Headteacher/Head of School
- Undertake any other duties assigned by the SLT line manager, Headteacher/Head of School.

**Note:** We will always consider your references before confirming a job offer in writing.

