



LEIGH
Academies Trust

Job Pack

Attendance Officer
Leigh UTC Dartford

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description

Job Title: Attendance Officer

Reports to: Vice Principal

Location: Leigh UTC Dartford

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

To undertake all administrative tasks associated with the recording, management and monitoring of attendance, working with pupils and their families, with external agencies and local authorities where necessary to improve attendance.

Key Responsibilities:

- Ensure implementation of effective registration systems that promote full student attendance throughout the college day
- Develop strategies to regularly monitor attendance, taking steps to secure the full attendance of all students
- To liaise and meet regularly with the Senior Leadership Team (SLT) to identify and effectively address attendance and punctuality
- Provide data regarding attendance and punctuality to SLT, particularly in relation to specific groups (e.g. Persistent Absentees, Pupil Premium, Looked After Children, EAL students, students with SEND statements) on a weekly basis and follow up with relevant interventions
- Measure the impact of interventions and report back to SLT
- To provide regular statistical returns regarding attendance and punctuality including the statistical data required for school reports to parents, Census, Governors papers
- Maintain concise, accurate and comprehensive case records and use them to support the development of strategies to improve attendance above national average
- Maintain the rigorous system for monitoring late attendance at school and any student who is required to leave the site during the school day and appropriate follow-up in conjunction with the Student Support Team and administration staff
- Enter absence data accurately on the school attendance system
- Act as the first point of contact with parents over day-to-day issues related to attendance including the first day calling /texting system
- Accountable for the Attendance Voicemail records
- Accountable for the printing of the Fire Drill (daily)
- To work effectively with the Pastoral Support Officer and attend meetings as appropriate



- To arrange regular meetings, providing accurate information to inform actions with the Education Welfare Service/Attendance Welfare Officer to support and address identified attendance issues
- Accountable for the administration of student referrals to the EWO/AWO and Penalty Notices
- To attend the local attendance network meetings and provide relevant feedback on the issues discussed to relevant staff
- To promote positive attitudes towards attendance amongst students and families, and the recognition that full attendance is essential for students to achieve their academic potential
- Assist with any other Academy related administrative tasks in the Main Office at the direction of the Principals' PA

Professional Development

- To take responsibility for personal professional development
- To take part, as appropriate, in the college's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional Values and Practice

- To support the college's responsibility to provide and monitor opportunities for the personal and academic growth of students
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the college
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the college premises and when engaged in authorised school activities elsewhere
- To contribute to the effective running of the academy

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.



Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Attendance Officer, we would expect candidates to demonstrate:

Experience

Essential

- Experience in managing and monitoring attendance data and identifying patterns for intervention.
- Experience of working directly with pupils and families to improve attendance, including those who are hard to reach.
- Experience in preparing documentation or supporting legal processes related to non-attendance (e.g., FPNs, court documents, Attendance Orders).
- Knowledge of relevant legislation, statutory guidance, and DfE requirements related to school attendance, Children Missing in Education (CME), and safeguarding.

Desirable

- Experience of working successfully within an attendance-focused role, ideally within an education or multi-academy trust setting.
- Experience of liaising and working with external agencies (e.g., Local Authorities, support services) to drive improvements.
- Experience in supporting the development and review of policies and procedures related to attendance

Skills and abilities

Essential

- Ability to accurately produce, analyse, and report attendance data to inform strategy and intervention.
- Excellent written and verbal communication skills, adaptable for use with pupils, parents, staff, and external partners.
- Ability to build positive relationships with diverse stakeholders, while also being confident to challenge leaders and external partners when necessary.
- High level of administrative competence to manage records, statutory functions (FPNs, CME), and support cluster hubs (agendas/minutes).
- Proficiency in using electronic registration systems and Microsoft Office/database tools for data management.

Desirable

- Ability to advise colleagues on policy, legal sanctions, and procedures, ensuring statutory responsibilities are met.

- Ability to learn rapidly, adapt approach to different needs, and devise creative solutions to remove barriers to attendance.

Personal qualities and attributes

Essential

- Relentless focus on making a difference to pupils' life chances and a commitment to "never give up on any child.
- Clear understanding of the impact poor attendance has on a pupil's life chances and a holistic approach to supporting families.
- Ability to work effectively as part of an attendance team and in collaboration with Safeguarding, SEND, and Senior Leaders.
- Ability to support academies to identify and intervene in patterns of persistent absence at the earliest opportunity.
- Awareness of and adherence to all relevant safeguarding and health and safety policies and procedures; ability to handle sensitive information confidentially.

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.



Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

