



LABORA CUM AMORE

St Simon Stock Catholic School

ATTENDANCE OFFICER APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our ambitious and supportive school, which is part of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

St Simon Stock Catholic School are part of the Education Staff Wellbeing Charter. This signifies our commitment to ensuring that the wellbeing of our staff is fully supported, and commits to placing wellbeing and mental health at the heart of our decision making. We prioritise staff mental health by ensuring all staff have access to tools and resources which may be needed to support them and others.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Andrea Denny

Headteacher - St Simon Stock Catholic School



Labora cum Amore ~ Work with Love

About St Simon Stock Catholic School

Welcome to St Simon Stock Catholic School

Located in the heart of Maidstone, Kent, St Simon Stock Catholic School is a vibrant and high-achieving secondary school, proud to be part of the **Kent Catholic Schools' Partnership (KCSP)**—a multi-academy trust of 32 schools dedicated to excellence in Catholic education.

As an **oversubscribed, co-educational school** with a long-standing tradition of academic success, we are home to over **1,100 students**, including a thriving **Sixth Form of 250+ students**, supported by a dedicated team of around 130+ staff.

At St Simon Stock, we celebrate the rich diversity of our students, valuing the unique cultures and experiences they bring. Our ethos is built on respect, service, and a commitment to helping every student achieve their full potential. Through a strong work ethic, personal responsibility, and service to others—both within the school and the wider community—our students develop the confidence and ambition to succeed in an ever-changing world.

We are proud to be rated **'Good' by Ofsted** and **'Outstanding' in our most recent denominational inspection**, reflecting our unwavering dedication to academic excellence, personal growth, and spiritual development.



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Role description

Attendance Officer —Start Date: ASAP

37 hours per week (40 weeks per year)

Join Our Team at St Simon Stock Catholic School – Make a Real Difference!

We are seeking to appoint a dedicated and highly organised Attendance Officer to join our administration team. The successful candidate will be responsible for all administrative aspects of recording, monitoring and managing student attendance, playing a vital role in supporting student wellbeing and safeguarding. We are looking for an individual with exceptional administrative, communication and interpersonal skills, together with a calm, professional manner. The role requires someone who can relate positively to students and their families, working sensitively and effectively around our strong Catholic ethos and our school motto which is to *“Work with Love.”*

The ideal candidate will be well organised, resilient, and able to work effectively under pressure, particularly when managing competing priorities and deadlines. Accuracy and attention to detail are essential, alongside proven experience of handling confidential and sensitive information with discretion. As the first point of contact for parents regarding attendance matters, you will need the confidence and professionalism to liaise with parents, external agencies, and other stakeholders as part of this important role.

The successful applicant will demonstrate a flexible and adaptable approach, alongside strong IT skills and confidence in using the MS Office suite, including Word, Teams, Outlook and Excel. GCSE qualifications in English and Maths at grades A-C are essential.

Benefits of working at St Simon Stock:

- A supportive and caring working environment for staff and students.
- Dedicated and bespoke CPD time for all staff and personal development opportunities.
- Staff laptop provided.
- Kent Rewards Scheme.
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources.

Our Offer:

At St Simon Stock Catholic School, we believe staff who thrive help students flourish. We foster a supportive, caring environment where our team feels valued and inspired, creating the best outcomes for our young people.

We're known for our commitment to professional development and staff wellbeing. As proud members of the Education Staff Wellbeing Charter, we prioritise mental health, ensuring all staff have access to the tools and support they need to thrive—both personally and professionally.



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Job description

Job Title:	Attendance Officer
Salary Grade:	KSC (£25,252—£26,262 FTE) (approx. £22,576—£23,479 pro-rata)
Hours/Weeks:	37 hours per week, 38 weeks per year (plus 10 non-pupil days—40 weeks)

Overall Responsibility:

- To lead and manage the administrative and operational functions related to school attendance, ensuring compliance with statutory requirements and promoting a culture of high expectations for student attendance and punctuality. This will be under the direction of a member of the Senior Leadership Team.
- The postholder will work collaboratively with staff, families and external agencies to reduce persistent absence and improve outcomes for all students.

Duties/Accountabilities

Strategic Direction and Development

- Promote the school's vision, ethos and values to ensure exemplary standards of attendance, punctuality and student engagement.
- Collaborate with SLT and the pastoral team to analyse attendance trends and co-develop strategic improvement plans focused on sustained improvement.
- Take operational responsibility for the school's management information systems used for attendance, ensuring the integrity of data and the timely escalation of concerns.
- Support SLT and SEND team in implementing and monitoring reduced or bespoke timetables for identified students.
- Attend meetings with KCC and KPAS as and when required.
- Produce and analyse attendance reports for SLT, Local Governance Committee and KCSP, highlighting key trends and areas for intervention.
- Undertake comprehensive cohort and subgroup attendance analysis, with a particular focus on FSM and other vulnerable groups, to identify patterns of risk, inform strategic decision-making and ensure timely and targeted intervention.
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Attendance Management and Intervention

- Ensure accurate, daily registration of students in Years 7-11 and support Sixth Form attendance oversight when required.
- Execute robust first day absence procedures, including calls, texts and home communications with parents/carers.
- Liaise professionally with parents/carers around absences, medical appointments, requests for leave and persistent absenteeism.
- Monitor punctuality and input lateness records in line with school behaviour systems and initiate appropriate interventions.
- Track and respond to attendance patterns, issuing stage letters and supporting families through early help strategies.
- Coordinate Attendance meetings, clinics and co-develop Attendance contracts alongside SLT, SEND Team, Heads of Year and other pastoral staff.
- Process referrals for penalty notices in cases of unauthorised absence, liaising with KPAS and following local authority protocols.



Job description

- Support SLT in the administration and processing of suspensions via required portals to ensure accurate record keeping on relevant school systems.
- Use attendance analysis to prioritise intervention by severity, ensuring FSM pupils and those with entrenched or critical absence receive proportionate and sustained support to remove barriers to regular attendance.

Safeguarding

- Identify and report safeguarding concerns linked to attendance and punctuality patterns.
- Maintain up-to-date safeguarding logs, ensuring timely referrals and categorisation.
- Carry out regular welfare calls and home visits for vulnerable or persistently absent students.
- Collaborate with the DSL and external agencies to escalate safeguarding concerns appropriately.
- Complete and submit documentation for pupils classified as Children Missing in Education (CME) or Elective Home Educate (EHE) and ensuring statutory compliance and safeguarding oversight.
- Liaise with the reception team to notify Public Health England of any reportable illnesses and implement required health protection protocols.

Behaviour, Supervision and Wellbeing

- Conduct regular supervision and truancy checks throughout the school day. This includes during unstructured times and lesson transitions.
- Monitor the school's management information systems used for attendance to ensure students are in their timetabled locations.
- Reinforce participation and positive engagement in all lessons, including core PE, to deter truancy.
- Work with key departments and pastoral staff to reduce non-engagement and increase attendance and participation in lessons.

Communication and Administration

- Act as a key liaison with SLT, SEND Team and Heads of Year, ensuring consistent attendance messaging.
- Accurately minute and record keep attendance-related meetings, clinics and parent/carer interventions.
- Ensure all communication with families is professional, timely and logged via Edulink, email or telephone.
- Maintain comprehensive records of attendance interventions, correspondence, referrals and statutory returns.
- Deliver training to staff on the use of our monitoring systems and related processes.
- Provide regular updates to school bulletins, newsletters and digital platforms on attendance targets and performance.
- Maintain high-visibility displays around the school and in the restaurant (daily), to promote attendance. Ensuring these are regularly reviewed and are current.
- Ensure attendance statistics are shared regularly as required.
- Lead the development and implementation of a comprehensive system of rewards for good attendance at form, year group, individual and whole-school levels.

Professional Responsibilities

- Attend relevant CPD, network meetings and trust-wide training to maintain current best practice.
- Demonstrate the highest levels of professional conduct, discretion, and integrity in all aspects of the role.
- Contribute to whole-school initiatives that celebrate and promote good attendance.
- Perform other duties commensurate with the grade and nature of the role as directed by the Headteacher or link SLT member.



Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school A practising Catholic	D D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	E
Knowledge & Experience	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. Ability to use relevant technology, e.g. computer, video, photocopier Ability to relate well to children and adults Good level of ICT skills Experience of using school management information systems to extract, analyse and interpret attendance data in order to identify trends, patterns and priority cohorts Experience using school management information systems would be an advantage Experience of producing attendance reports for senior leaders and governors Working knowledge of Trust and school policies and procedures	E E E E E D D D
Skills, Qualities & Abilities	Empathy with students Ability to use ICT effectively A commitment and understanding of the use of ICT within the curriculum Excellent communication skills Excellent interpersonal skills Excellent organisation skills Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to remain positive and enthusiastic when working under pressure Ability to organise work, prioritise tasks, make decisions and manage time effectively Ability to analyse attendance data critically and present clear, meaningful information to support decision-making, intervention planning and accountability. Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision Willingness to participate in further training and development opportunities Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	E E E E E E E E E E E D D



Application process

You are welcome to contact HR at HR@ssscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: Friday 30 January 2026 at 9am

Interviews to be held: Friday 6th February 2026

Start date: ASAP

All applicants need to have the **Right to Work** in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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