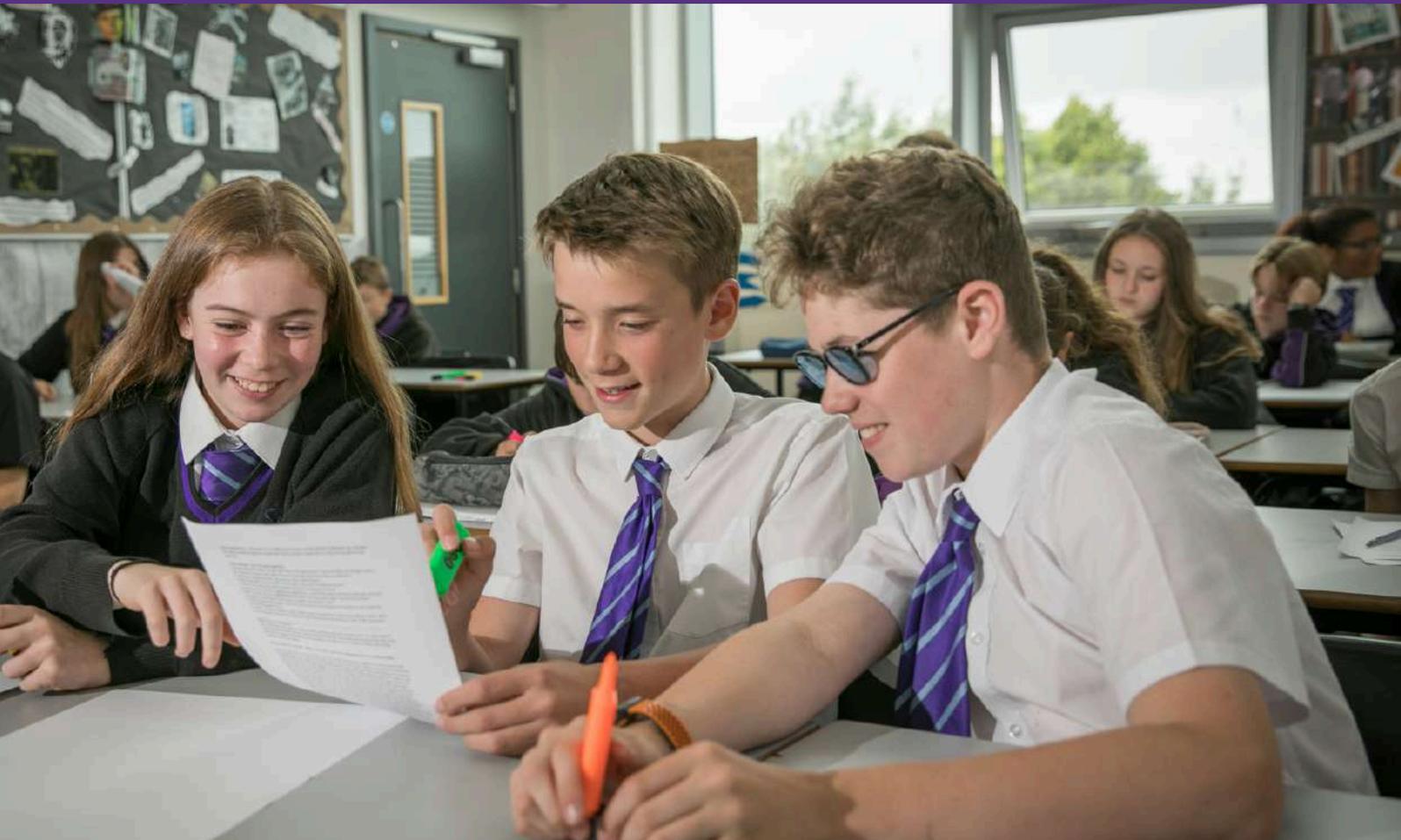


# Attendance Officer



Cornwallis Academy



## Build your Career, Shape your Future, Apply today

Cornwallis Academy is a Good school with over 1300 students educating the next generation of young people aged between 11 and 18.

Cornwallis Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



*A great place to be*



Cornwallis Academy  
*Ambitions for All*

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## Welcome from the Co-Heads of School

Cornwallis Academy are seeking an Attendance Officer to join the school team, the successful candidate will be responsible for the administration and improvement of attendance and punctuality of students at the academy.

Cornwallis is a fully inclusive school, enabling all students to be the best they can be by having 'ambitions for all'. In line with our 'SMILE' ethos, our aim is to motivate, inspire, excite and engage all students so that they can be successful.

We place students' wellbeing at the heart of everything we do. A strong community ethos permeates, throughout the school, focusing on learning and progress as well as the whole child. Our popularity continues to grow with record student numbers at an all-time high.

Our aim is to ensure that all students achieve their full potential within a safe and nurturing environment. We also aim for all our students to develop as confident, courteous and capable young people.

We have an excellent team of teaching and support staff, who are committed to ensuring lessons are engaging and challenging. We offer support where support is needed and stretch and challenge each child to do the best they can. It is important for us to deliver a broad and balanced curriculum to allow students to discover their interests.

We offer a number of prestigious scholarship programmes, in Art, Football (in partnership with Maidstone United Football Club) and Dance (in partnership with Maidstone Dance Studios).

We are also proud of the pastoral care we provide for our students and do everything in our power to make them feel valued and part of a community.

We look forward to welcoming you to Cornwallis Academy.

Seri Hodges and Joe Sutton

<b>Post:</b>	Attendance Officer
<b>School:</b>	Cornwallis Academy
<b>Department:</b>	Admin
<b>Responsible to:</b>	Senior Leader responsible for Attendance
<b>Salary:</b>	FST Scheme Grade G

## Purpose

The Purpose of this role is to administer and improve the attendance and punctuality of the students at the academy through accurate attendance data input and information retrieval.

## Main duties and responsibilities

- Track attendance for every student daily – inform relevant staff members of key absences, instigate first day calling phone calls and texts to parents.
- Log record all late student arrivals in school recording reasons.
- Work closely, on a daily basis and as a team, with the Family Liaison Officer, year, SEN and other inclusion staff to ensure the whereabouts of each student is ascertained in a timely fashion and each student is holistically supported overall to improve their attendance and progress.
- Co-ordinate the recording of pupil attendance register on SIMS daily inputting absences and medical appointments.
- Daily interaction and work with contact of parents/carers, speaking to students, speaking to and requesting key members of staff feedback or action to support a student's attendance.
- Contact parents to follow up confirmation of absence provided either via text or phone call or other missing information, to ensure records are accurate.
- To be responsible for organising a daily check if a student is deemed to be at risk of truanting and to make judgements about which students may be 'at risk' and require immediate further action on part of the school (i.e. those open to external agencies).
- Contact year teams, Family Liaison Officer, SEN team or other key staff should student's truant during the school day. Confirm student located and inform parents.
- Request medical evidence provision from parents in addition to processing and sending out a range of attendance related letters and information to parents and guardians.

## Main duties and responsibilities

- Monitor and record pupil applications for holiday leave/extra educational activities to ensure school procedure is followed, complete a penalty notice for the local authority if necessary. Liaise with the Exam Officer.
- Provide a point of contact and information for students and parents to support good attendance. Pass relevant information / sanctions to year teams/Inclusion for further input or for information purposes.
- Active contribution to the safeguarding measures of the academy.
- Completion of all Child Missing Education submissions to Local Authority in line with advice from safeguarding team / SLT.
- Updating of fire registers and maintenance of all data relating to this aspect of safety.
- Log and maintain all information – contact home, interventions, preventative work, AIM meetings, SLO referrals, contact with students etc in a comprehensive and timely fashion ready for easy extraction and presentation to support court or safeguarding cases.
- Meet regularly with the year teams, advising on actions/strategies required: identify poor attendees, set targets and agree strategies/actions for improvement; following attendance meetings, to ensure that Attendance Contracts are regularly reviewed and communicate with parents/carers on next course of actions.
- To make referrals to the relevant external agencies where necessary to address poor attendance.
- Liaise with the Local Authority and SLO regarding students with low attendance. Arrange and attend preventative/Attendance Improvement Meetings for parents/students with SLO regularly. Ensure that all returns to the Local Authority are completed within the required time-scale.
- Inform parents of Penalty Fine warnings and formal other formal processes. Track the penalty fine process, writing to parents once warning periods' completed.
- Reward students on a termly basis, via email/text for good attendance or improved attendance to help encourage better/maintain good attendance.
- Provide attendance data for staff teams in the academy to use to support their different attendance reward systems.

## **Main duties and responsibilities**

- Provide overall and comparative attendance data, at least termly, for the SLT, Governors and OFSTED on the patterns and break down of various different groups of students.
- Engage in professional development opportunities and relevant support meetings to improve skills in usage of SIMs, strategies for the academy and the enhancement of the management of the Attendance role.
- Actively seek out examples of good practice and effective interventions to support good attendance across the Academy. Contribute to the academy's strategic development in its efforts to raise the attendance of its students.

## **Person Specification**

- Effective communication skills, both written and verbal
- Highly competent in the use of Word, Excel and Outlook
- Ability to work under pressure and to deadlines
- Ability to work as part of a team
- Self-motivated with the ability to work on own initiative and prioritise workload
- Experience in an administrative environment
- Ability to relate to students, their parents/carers and staff
- Willing to undertake training to develop own performance
- Experience of using SIMS database (desirable)
- Experience of working with confidential information (desirable)

## Welcome from the Trust Lead

Samantha McMahon

BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

Best Wishes

Samantha McMahon

### **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

### **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### **Pension Scheme:**

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### **Annual Leave:**

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

### **Cycle to work scheme:**

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### **Retail, Health & Social Offers through Kent Rewards:**

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### **Other offers:**

- Benenden Private Healthcare Scheme - Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





**Cornwallis Academy**  
*Ambitions for All*

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