



Working at Knole Academy

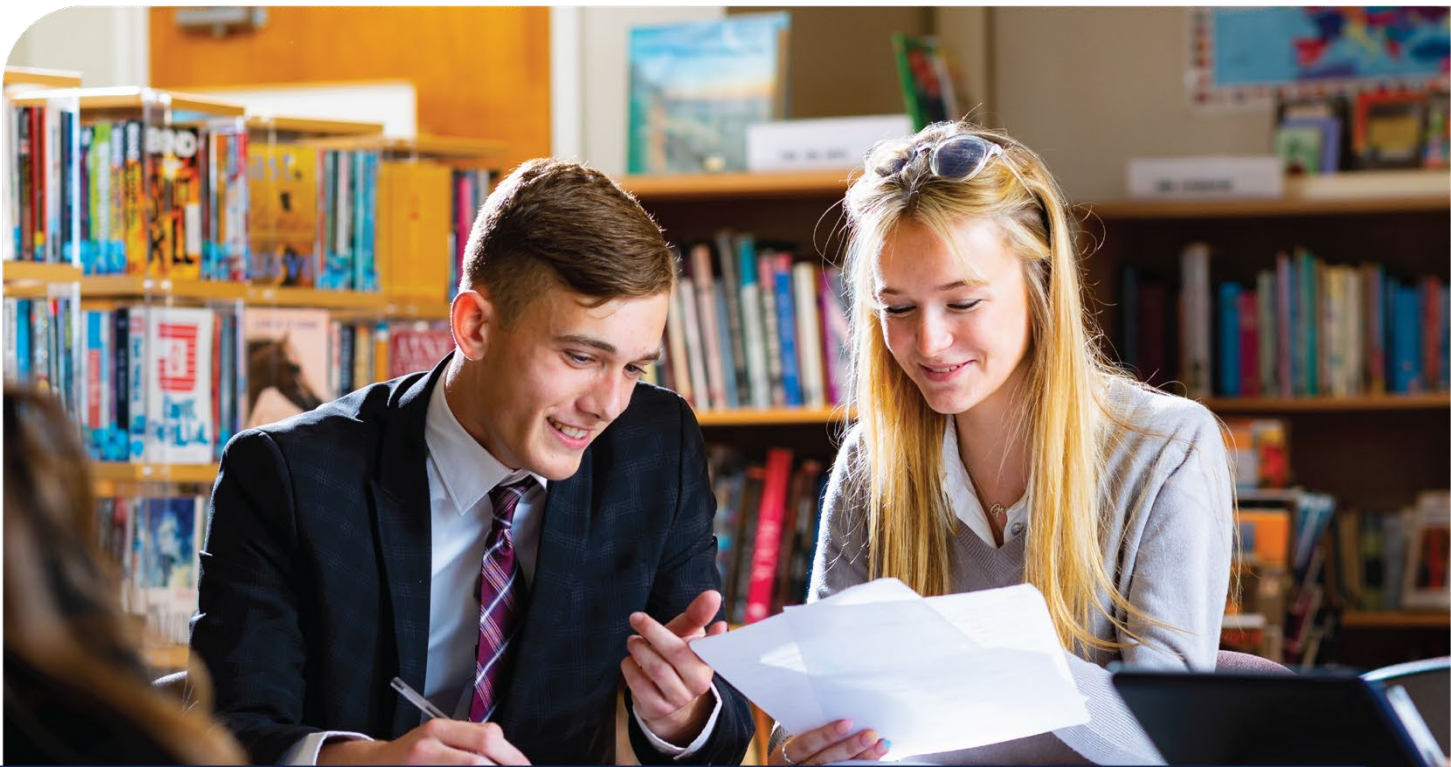
# JOIN OUR TEAM



For Appointment of:

Attendance Officer – part time mornings





## HEADTEACHER WELCOME

**Mr David Collins**

**Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.**

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

## The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

## Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



**Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022**

# JOB DESCRIPTION

<b>Job Title</b>	Attendance Officer
<b>Location</b>	Sevenoaks, Kent
<b>Duration</b>	Permanent
<b>Work Hours</b>	20 hours per week; 38 weeks term time plus one directed week
<b>Reporting to</b>	Pastoral Manager
<b>Salary</b>	£12,757 - £13,140 per annum (actual)
<b>Pension</b>	Local Government Pension Scheme



## About the Role

**As a new member of our busy Pastoral office, you will be working with the Pastoral Manager to manage student attendance.**

Working hours:

20 hours per week

Monday to Friday 8:00 am to 12:00 pm

38 weeks term time plus one week directed by the Line Manager.

**ACCOUNTABLE FOR:** To support excellent pupil attendance and punctuality by monitoring, analysing and acting on attendance information; communicating effectively with families and staff; and contributing to timely interventions so that barriers to learning are reduced and safeguarding duties are met.

The safeguarding of children and young people underpins the work of the Academy and must be adhered to as a prime responsibility. All staff working in the academy must read and understand our safeguarding policy and statutory guidance on safeguarding before employment begins and on a regular basis. In addition, certain duties are reasonably required to be exercised and completed in a satisfactory manner.

# KEY RESPONSIBILITIES



Under the direction of the line manager, the post holder will:

- To maintain accurate daily attendance registers, ensuring reasons for absence are recorded in line with school procedures and statutory guidance.
- To follow up unexplained absences promptly (e.g., first day telephone calls, texts/emails, letters) and record outcomes.
- To monitor punctuality and attendance, identify patterns (including persistent absence) and produce regular reports for pastoral leaders and senior staff.
- To work with Heads of Year, Pastoral Manager, tutors and safeguarding staff to support early intervention for pupils at risk of low attendance.
- To support the administration of attendance panels/meetings, including arranging appointments, preparing paperwork and recording actions.
- To liaise professionally with parents/carers to agree attendance improvement plans and signpost support where appropriate.
- Where appropriate, liaise with external partners (e.g., local authority attendance services, early help, other agencies) under the direction of the line manager.
- To ensure attendance data is managed securely and confidentially in line with GDPR and school policies.
- To support the maintenance of pupil records and filing systems, including correspondence and evidence relating to attendance.
- To contribute to whole-school initiatives that promote good attendance and punctuality, including rewards and communications.
- To provide administrative support to the pastoral team as required, including responding to queries from staff, pupils and families.
- To undertake training and continuous professional development relevant to the role.
- To produce fire evacuation logs weekly





## General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

The academy has a good reputation for passionate and engaging teaching, provision of good pastoral care with high aspirations for all our students.

We would love to hear from you if:

- Want to work in a friendly and supportive environment
- Are committed to enabling every student to achieve their very best
- Are creative and inspirational
- A good/outstanding classroom practitioner with a commitment to personal development

Why work for Aletheia Academies Trust? Some of our Trust benefits include:

- Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment options and mentorship opportunities
- Unlimited access for you and your family to 24/7 GP telephone consultations.
- Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.
- Free access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions
- Eye test vouchers

# PERSON SPECIFICATION



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## Qualifications and Experience

A minimum of Level 2/GCSE grade C/5 or equivalent standard of education  
A First Aid qualification (training will be given if necessary)  
Experience of working in education  
Working with a variety of different stakeholders

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## Skills and Knowledge

Excellent communication skills; written and verbal  
Good numerical skills  
Good and accurate ICT /keyboard skills  
Working knowledge of management information systems eg: Arbor  
Good levels of literacy  
Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving  
Ability to deliver high quality service with minimum supervision on own or within a team

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## Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations  
To maintain confidentiality at all times  
A flexible working attitude  
Appropriate attire for this position  
A high level of integrity  
The ability to work unsupervised  
An understanding of relevant policies, code of practice and legislation

**ALL ESSENTIAL CRITERIA**

**E = Essential**

**D = Desirable**

# HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

**Rose Marsaud, HR Manager**  
[HR@aletheiastrust.org.uk](mailto:HR@aletheiastrust.org.uk)  
**01732 749 774**

**Closing Date:**

**Monday 15 June 2026: 9:00 am**

**To apply for this role, please visit MyNewTerm:**  
[Apply Now](#)

**Interview Date:**

Applicants will be reviewed upon receipt so early application is encouraged. We reserve the right to close this vacancy early should a suitable applicant apply.



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

**Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).**



# CONTACT US

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