



Notre Dame
Catholic Academy
Established 1869



St Joseph
Catholic Multi Academy Trust

Candidate Information Pack

Attendance Manager

Notre Dame Catholic Academy



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Job Description

Post Title:	Attendance Manager
Working Time:	Full time 37 hours per week, Monday – Friday, 40 weeks per year (Inc INSET days) Term Time + 1 week
Salary:	PASS 7 SCP 22 – 25 £33699 - £36363 (£28,856.53 - £31,137.75 actual)
Responsible to:	Assistant Headteacher
Responsible for:	<p>The post holder will be responsible for the strategic leadership and operational management of attendance, punctuality, and persistent absence across Notre Dame. Working closely with senior leaders, the attendance team, families, and external agencies, the role focuses on improving attendance rates, reducing persistent absence, and fostering a culture of punctuality. The post holder will ensure robust systems are in place for monitoring, reporting, and intervening in attendance matters, while maintaining accurate and consistent records. This includes supporting students in alternative provision, responding swiftly to concerns, providing effective communication and training for staff, and ensuring safeguarding remains a priority. The post requires building positive relationships with students and parents, addressing concerns professionally, and handling sensitive information with confidentiality.</p>
Job purpose:	<ul style="list-style-type: none">• To be responsible and operationally accountable for overall school attendance, persistent absence, and punctuality• To reduce the levels of persistent absence at the school and improve overall attendance & punctuality• To work closely with the AHT for attendance.• To promote positive relationships with parents and students to promote good attendance• To lead the attendance team to liaise with outside agencies and families to support / improve attendance for individuals as required• To work with the school's software and data team to manage the school's first response system• To ensure that codes for attendance are used consistently and accurately across the school and provide advice and training in this matter as appropriate• To ensure that the attendance of those students attending Alternative Provisions with partners is recorded accurately and that there is a swift response when these are not in line with expectations

	<ul style="list-style-type: none"> • To provide timely and influential reports on attendance to ensure a swift response that has impact and work directly with targeted students and parents where punctuality is a concern • To work with pastoral teams and staff, as appropriate to inform them of attendance issues, informing them of actions as appropriate. • Development of systems and processes to monitor, track and intervene in all matters relating to attendance and truancy in order to overcome barriers and issues both internal and external. • To work closely with the DSL (Designated Safeguarding Lead) & Deputy DSL regarding safeguarding concerns • To ensure that in the event of an emergency accurate attendance records are available for use • To identify students to be referred to the EWO (Education Welfare Officer) in discussion with their line manager as required • To ensure that attendance/absence evidence is stored and recorded accurately and is easily accessible • To address any parental issues and complaints in a positive and professional manner • To respect the confidentiality and sensitivity of the information that is likely to be shared • To QA and deliver high quality, accurate attendance data for census in a timely manner • Accountable for school-wide attendance, punctuality, and persistent absence. • Lead and evaluate strategies to improve attendance in line with school priorities. • Work closely with senior leaders and safeguarding staff. • Build positive relationships with parents/carers and students, addressing attendance concerns and complaints professionally. • Conduct home visits and attend parent events as needed. • Develop and implement attendance monitoring systems. • Ensure accuracy in attendance coding and data entry; provide staff training where needed. • Prepare and distribute attendance reports; maintain up-to-date records and certificates. • Identify and support students with attendance issues, including referrals to EWO. • Coordinate and deliver incentive and reward schemes for good attendance. • Follow safeguarding protocols and maintain confidentiality at all times. • Ensure emergency attendance data is available. • Support families with FSM applications and maintain relevant records. • Stay up to date with technology and best practice in attendance management.
Additional Duties:	<ul style="list-style-type: none"> • Any other duties commensurate with the duties/responsibilities/grade of the post. • Attend and participate in meetings as required.

	<ul style="list-style-type: none"> • Participate in training, other learning activities and performance development as required. • All staff in school will be expected to accept reasonable flexibility in working arrangements.
Special Conditions:	There is a confidentiality component to this role and the post holder needs to hold the trust and confidence of both the students and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.
Safeguarding Children:	To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To contribute to the review of school policies as appropriate.
Equal Opportunities:	The school has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking training where necessary.
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	



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Person Specification

Knowledge, Qualifications and Experience	Essential (E) or Desirable (D)
A good standard of general education, in particular the ability to write to a good standard of literacy and with developed report writing skills	E
A relevant Degree	D
A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification	D
Driver's Licence and access to a vehicle	E
At least one years related experience of work within a school attendance related service	E
Working with children, young people, parents and families preferably within an educational context	E
As a part of a team, as well as on your own initiative	E
Working with professionals from other agencies and in a multi-agency context	E
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes	E
School systems and an understanding of the issues affecting truancy and non-school attendance	E
Demonstrate an understanding of issues linked to confidentiality	E
Demonstrate knowledge of attendance regulations	D
Demonstrate an understanding of issues that may affect a student's ability to attend school	E

Skills and Abilities	Essential (E) Or Desirable (D)
Ability to communicate effectively both orally and in writing especially with school staff, EWS, social workers and other professionals	D
Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups	E
Ability to persuade and negotiate as well as good interpersonal/communication skills	E
Demonstrate an ability to cope with stressful / conflict situations	E
Able to use own initiative and work alone when necessary	E
Demonstrate enthusiasm	E
A strong commitment to one's own professional development	E
A willingness to become involved in wider School initiatives and activities	E
Punctual	E
Good attendance within current role	E

Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks.

St Joseph CMAT is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Where the post is engaged in regulated activity, and/or an opportunity for contact with children the position will be subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.





OUR VISION

To Open Hearts, Minds and Doors

OUR MISSION

We are a compassionate Catholic community, inspired by the love of God, the teachings of Jesus Christ and our Foundress, St Julie Billiart.

We **open hearts** to God's love through a passionate and relevant Catholic experience.

We **open minds** to new knowledge, ideas, theories, cultures and experiences, breaking cultural barriers through an imaginative curriculum and precise teaching.

We **open doors** to ambitious, happy and fulfilled futures for every member of our Notre Dame family, accelerating social mobility through high expectations and academic standards.

OUR CORE VALUES

Charity
Courtesy
Courage
Confidence



Timeline and Application Information

Closing date

Completed applications should be returned no later than **8am on Wednesday 8th October 2025**.

Interview

It is currently envisaged that interviews will be held **week commencing 13th October 2025**.

How to apply

Please complete the application form provided.

The supporting statement in your application should be no longer than 2 sides of A4 with a minimum font of Arial 11. It should address the precise selection criteria detailed in the person specification and should reinforce this by giving examples to support your candidacy.

Please note that covering letters and other extraneous material will not be accepted as part of the application.

Your application should be returned by email to **recruitment@notredame.sjcmat.co.uk**

Please note that applications must be submitted in Microsoft Word document format.

If you have any queries about the application process please contact the school.

