



Attendance Manager (1 Year Fixed Term)

Job Description

Salary scale: Fulwood Scale S02 FTE £36,449 - £38,179 (pro rata £31,211 - £32,692)

Hours: Full Time, Term Time Only + 5 days, 37 hours per week
(08:00 - 16:00 Mon-Thurs, 08:00 - 15:30 Fri)

Permanent / Temporary: Permanent

Responsible to: Vice Principal

Job purpose:

The Attendance Manager plays a vital role in supporting student success and safeguarding by ensuring high levels of school attendance and punctuality. Working closely with students, parents, staff, and external agencies, the Attendance Manager monitors attendance data, identifies patterns of concern, and implements proactive interventions to promote regular attendance. The role requires strong communication, analytical, and interpersonal skills to build trusting relationships with families, support student welfare, and uphold school policies. Through their work, the Attendance Manager contributes directly to creating a positive, inclusive school culture where every student has the opportunity to thrive and reach their full potential.

Managing: Attendance Officer

Key Responsibilities of the Attendance Manager

The Attendance Manager's main role is to promote positive attitudes towards academy attendance among pupils and their parents/carers. The responsibilities include:

Strategic Development

- Work with the Senior Leadership Team (SLT) to develop initiatives that improve pupil attendance and punctuality.
- Take a lead role in designing and implementing processes to monitor, report, and improve whole-school attendance and punctuality.
- Analyse pupil attendance data in line with school priorities; develop and implement strategies to address persistent absence and lateness.
- Support pastoral staff and senior leaders in identifying and implementing strategies to improve attendance including attendance banding.
- Lead on the development of whole-school strategies to promote regular and punctual attendance.
- Review practice regularly to ensure high standards are maintained.
- Ensure attendance remains a whole school priority with all staff, trustees, governors and pupils.

Early Intervention and Support

- Identify pupils and families of concern and embed interventions inline with the attendance policy to support and secure improved attendance
- Meet with, challenge, support, and guide pupils who trigger attendance concerns as identified by school procedures.

- Initiate timely interventions with pupils and parents when concerns arise.
- Establish reasons for non-attendance, assess situations, and agree on plans for reintegration using appropriate strategies and timescales.
- Liaise with Form Tutors, Heads of Year, SENCO, and other key staff to address attendance and punctuality concerns.
- Act as the home-school liaison for pupils experiencing long-term absence.
- Conduct home visits and offsite meetings with parents/carers where necessary.

Safeguarding and Legal Compliance

- Monitor the safeguarding system (e.g. *My Concern*) and refer issues appropriately.
- Notify the Designated Safeguarding Lead (DSL) and Deputy DSL of attendance-related safeguarding concerns.
- Refer non-attendance cases to the local authority and initiate penalty notices or legal action when necessary.
- Ensure safeguarding procedures are strictly followed in relation to absent pupils.
- Ensure school attendance coding is accurate
- Ensure Local authority attendance checklist are adhered to.

Communication and Collaboration

- Meet regularly with pupils, parents, carers, and staff to address attendance concerns and agree on improvement plans.
- Liaise with the Local Authority Attendance Team and external agencies to coordinate support.
- Maintain effective, sensitive, and professional communication with parents, carers, external professionals, and academy staff.
- Promote the Academy positively, encouraging strong cooperation between families and the school.
- Establish constructive relationships with parents/carers to support pupils' attendance and wider welfare.

Data Management and Reporting

- Produce accurate daily, weekly, termly, and annual statistical attendance reports.
- Ensure that all attendance records are accurate, up-to-date, and compliant with data protection legislation.
- Provide detailed written and verbal reports for the SLT, pastoral staff, and external agencies as required.
- Maintain written records of all attendance-related meetings and upload them onto the academy's MIS system.
- Ensure all documentation for legal proceedings is accurate and prepared in a timely manner.
- Undertake the Performance Development Review (PDR) for the Attendance Officer.

Compliance and Administration

- Support the pupil welfare officer in compiling evidence for court prosecutions
- Attend legal hearings or meetings and present evidence for penalty notices or legal sanctions.
- Complete Early Help Assessments where appropriate.
- Ensure the secure storage and appropriate disposal of all attendance data in line with academy policy.
- Promote and actively support the Trust's/Academy's corporate policies with a specific focus on improving attendance.

General

To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.

Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.

To participate in training and other learning activities and the academy's performance management process.

The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies.

Corporate Staff

Fulwood Academy has a strong corporate staff component; some corporate staff are centrally employed and others work in curriculum areas or other specified areas.

Our corporate team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Corporate staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to corporate staff and teaching staff. Corporate staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to Pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the post holder may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

PERSON SPECIFICATION

Attendance Manager

	Essential	Desirable	Assessed by
Education, Qualifications, Training and Experience	<ul style="list-style-type: none"> GCSE equivalent in Maths and English at grade C or above Level 4 qualification or equivalent in a relevant discipline or Level 3 qualification or equivalent in a relevant discipline plus five years' experience working at this level. 	<ul style="list-style-type: none"> A professional qualification relevant to the post such as a social worker, teacher, youth worker or other relevant qualification. A current valid clean driving licence & access to vehicle 	Application
Experience	<ul style="list-style-type: none"> At least one year's related experience of work within a school/ academy attendance related service Experience of working in an educational environment. Working with children, young people, parents and families within an educational context. Effective working with young people Use of IT systems to compile reports as well as analysing statistical data for monitoring purposes. 	<ul style="list-style-type: none"> Working with professionals from other agencies and in a multi-agency context. 	Application/ Interview
Knowledge and Understanding	<ul style="list-style-type: none"> Effective working with young people An understanding of current legislation as it relates to the safety and welfare of young people A knowledge and understanding of current legislation relating to child protection/ safeguarding procedures Demonstrate knowledge of attendance regulations Demonstrate an understanding of issues that may affect a pupil's ability to attend school 	<ul style="list-style-type: none"> Working knowledge of relevant policies/ codes of practice/ legislation Knowledge of the challenges faced by the local community Know a range of strategies to promote good behaviour and improving attendance Knowledge of the range of support services / providers 	Application/ Interview
Skills & Abilities	<ul style="list-style-type: none"> Ability to work as part of a team Ability to persuade, motivate, negotiate and influence Ability to relate well with adults and pupils High levels of personal motivation and commitment Capacity to work with complex cases 		Application/ Interview

	<ul style="list-style-type: none"> • Resilience and endurance • Adaptable, organised and able to work with minimal supervision • Approachable, Flexible, calm and caring with a 'can-do' attitude • Understands the importance of confidentiality and discretion • Ability to communicate effectively, both orally and in writing, with pupils, parents, staff, social workers and other professionals • Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups • Ability to use own initiative and work alone when necessary • Ability to overcome communication barriers with pupils • Ability to overcome communication barriers with pupils • Ability to meet tight deadlines and plan/ manage own time effectively 		
Other	<ul style="list-style-type: none"> • Commitment to equal opportunities • A willingness to undertake additional training, keep up to date with developments 		Application Interview