

Support Staff Application Pack

Attendance and Admissions Manager

Start date: **ASAP**

Application closing date:

1st September 2026

12 Noon

Interview date:

3rd September 2026



Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am delighted to welcome you to Derby Cathedral School, where I am proud to serve as Headteacher. Our school is a vibrant, values-led community built on high expectations and a belief that every child can achieve remarkable success. Inspired by John 10:10 - "I have come that they may have life, and have it to the full", we are committed to ensuring our students experience life in all its fullness.

Learning here is shaped by both rigour and joy. Through our FAITH values, we set ambitious standards for behaviour and academic achievement, knowing that with clear structure, dedication, and support, every student can excel. Alongside academic challenge, we nurture character - fostering curiosity, resilience, and integrity so that our students grow into capable and compassionate contributors to society.

Our aim is simple: to help every young person flourish - academically, personally, and spiritually so they leave us with the knowledge, character, and confidence to shape their world for the better.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Andy Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness' (John 10:10)

Job Description

Job Details

Job title: Attendance and Admissions Manager

Reports to: Assistant Headteacher

Hours of work: Full time – 37 hours per week - Term time plus 2 weeks
Monday to Thursday: 08:00 – 16:00
Friday: 08:00 – 15:30

Grade: SO1 Points 23-25 £34,434 to £38,363 reduced pro-rata for term-time plus two weeks to £30,685 to £32,404

Job purpose: To The post holder will report directly to the Headteacher / Deputy Headteacher on all attendance and admission matters. The role is to promote and provide an efficient attendance and admissions service for the school. The post holder is also expected to continuously contribute ideas to the design, leadership and effective running of attendance and admissions.

Job Description

Main duties/responsibilities

General Duties

- Provide pastoral and attendance support to pupils by recording, monitoring and analysing attendance records in line with DfE guidelines.
- To manage the year 7 and in-year admissions and appeals process.
- Promote good attendance inside and outside of school using a variety of methods.
- Collaboratively work to reduce the percentage of PA (Persistent Absence) and lateness at the school.
- Organise, attend and participate in regular meetings and act as minute taker where required.
- Maintain productive working relationships with pupils, acting as a role model.
- Provide reports to DDAT, Governors, staff, parents and students in relation to attendance.
- Maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Communicate with families in response to allocated referrals i.e. home visits, meetings in school or EWO referrals.
- Develop, implement and monitor systems relating to attendance and integration e.g. registration, truancy, CME, pastoral systems etc.
- Comply with and assist with the development of policies and procedures relating to attendance, child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Effectively and proactively resolve all issues arising from attendance and in a timely manner continuously analyse data and patterns in relation to absence.
- Maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate.
- Undertake and complete regular Safeguarding training, at least every two years, at DSL level.
- Work alongside the Exams Officer in ensuring correct attendance during exam sessions both internal/external and report absence in a timely manner in line with JCQ guidelines.

• Line lead attendance administrative staff.

Leading Others

- Assist the senior pastoral team in providing information and guidance to tutors and other key pastoral staff relating to attendance.
- Delegate a selection of the tasks listed below to attendance administrative staff under the guidance of the Deputy Headteacher: Inclusion

Main duties/responsibilities – continued

Specific Responsibilities

Daily

- Record Parent/Carer Absence calls on Bromcom and ensure that reason for absence and any other additional information is fully documented.
- Make phone calls/send texts on the first day of absence and send truancy calls, texts and/or emails.
- Record and file medical letters and provide updates as needed.
- Administer Bromcom Attendance to ensure registers are completed and suspensions are recorded accurately.
- Ensure all staff who have not completed their registers are emailed and refer any repeated non-completion of them to their Line Leader/ Deputy Headteacher: Inclusion
- Manage distribution and collation of Holiday Absence Request Letters and responses including penalty notice referrals to the LA.
- Make home visits, along with other pastoral staff, where appropriate in consultation with the Deputy Headteacher.

Weekly

- Update attendance figures within Bromcom.
- Generate weekly Attendance Performance Reports for the Deputy Headteacher / Headteacher and wider pastoral team highlighting attendance trends and patterns and significant group data with specific focus on vulnerable groups including students in receipt of pupil premium grant.
- Generate daily, weekly and yearly attendance data and create year group comparisons from data.
- Generate previous academic year's attendance comparatives when required.
- Liaise with the Deputy Headteacher regarding admissions; maintain student mobility data; add and remove students from roll as appropriate ensuring transparent audit trails in line with Ofsted compliance.
- Organise the sending of CTFs to the destination school when a student has transferred and request the transfer of the CTF when a student has enrolled at Derby Cathedral School.
- Identify students for Form Tutor / Head of Year / Pastoral Year Lead intervention so teachers can challenge students and communicate through absence letters/ calls to parents and carers.
- Keep system updated on weekly basis with attendance notes.
- Send letters/texts/emails to arrange and then conduct parental attendance concern meetings; follow up non-attendance at meetings with contracts and other measures to ensure a rise in attendance.

Main duties/responsibilities – continued

Specific Responsibilities – continued	• Make home visits where appropriate in consultation with the Deputy Headteacher: Inclusion. • Meet with relevant senior leaders and the wider pastoral team to advise on individuals with attendance concerns and plan appropriate intervention. • Liaise with DSL and DDSL where attendance concerns are linked with safeguarding concerns, especially with students subject to CIN or CP Plans and LAC students. • Liaise with SENDCo where attendance concerns are linked to students with EHCPs or other SEND. • Refer attendance concerns to the educational welfare officer (EWO) at the appropriate level of concern, providing them with the necessary attendance records. Termly / ½ Termly • Provide KPI figures in relation to attendance and punctuality. • Work collaboratively with the Deputy Headteacher to ensure the actions above are working effectively. • Provide any other data required in order to support with reporting to other stakeholders. • Work with the EVC/Administrator to ensure correct and timely attendance data is captured for off-site visits/events in line with Safeguarding protocols.
Other Duties	• Maintain clear expectations, high standards of professionalism and collaboration to meet the School Improvement Plan priorities. • Participate in any school staff review/performance management processes involving identifying and meeting training needs for self and others. • Participate in any necessary training relevant to whole school and role priorities. • Contribute to school policies as appropriate and ensure there are copies available for staff. • Provide accurate attendance information upon notification of Ofsted or any other inspection.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder.

Job Description

Person specification

	Essential	Desirable
Qualifications and training	The successful candidate will have: • At least five A*-C GCSEs, including English and Mathematics.	• Have relevant attendance officer qualifications • Level 3 or above qualifications • An Enhanced DBS • An up-to-date first aid certificate.
Experience	The successful candidate will have experience of: • Previous experience as an Attendance Officer or similar. • Using computers for office administration.	• Experience working within a school or educational setting. • Experience as an EWO
Knowledge and skills	The successful candidate will: • Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. • Possess strong interpersonal skills. • Possess a clean driving licence and have access to a vehicle for use during potential home visits. • Be able to communicate clearly, both written and orally. • Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information. • Be organised, accurate and thorough in their work.	• Business use vehicle insurance

Person specification – continued

	Essential	Desirable
Knowledge and skills – continued	• Be dependable, able to follow instructions and respond to management directions. • Have good working ICT knowledge including Microsoft Office. • Have a willingness to extend skills through appropriate training. • Have the ability to record and analyse data using different systems. • Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR.	
Personal qualities	The successful candidate will have: • A commitment to the education of students from all backgrounds • A desire to secure outstanding attendance through the school's FAITH values and its relational approach to young people. • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality.	

Person specification – continued

	Essential	Desirable
Personal qualities – continued	The successful candidate will be: • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Able to quickly adapt to changes.	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

As per the updated guidance in Keeping Children Safe in Education 2023, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

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