



Attendance and Administration Officer

Candidate Information March 2026

A message from the Headteacher

Thank you for your interest in Cardinal Newman Catholic High School. We are a vibrant, ambitious and caring community, with students drawn from a variety of backgrounds. (24% EAL, 33% PP, 21% SEN). Everything that happens within our school is inspired by gospel values and Cardinal Newman's words that we are all 'a link in a chain. A bond of connection between persons.' Our recent denominational inspection (2022) celebrated a 'genuine, loving and happy community in which each person is known and valued,' whilst our most recent Ofsted inspection (November 2022) concluded that we are a Good school where students 'learn and achieve well.'

At Cardinal Newman Catholic High School, we are proud to be a caring and inclusive community where every student is valued and supported. We are committed to providing a safe, inspiring, and nurturing environment where our young people can thrive.

Our school is rooted in strong Catholic values; service, compassion, forgiveness and truth which guide our approach to education and personal development. We focus on the whole child—supporting academic achievement, emotional wellbeing, and spiritual growth.

Our dedicated staff work closely with families to help students become confident, compassionate, and responsible individuals. Through a broad curriculum and a wide range of extra-curricular activities, we encourage every child to discover their strengths and reach their full potential. We encourage any member of staff that joins our community to commit to the wider life of school, alongside their teaching role.

We set high expectations for behaviour and conduct, creating a calm and respectful atmosphere where students feel secure, and learning can flourish. We are a phone free school for students and staff which enables everyone to be present, learn, and communicate well.

We hope our website gives you a clear insight into life at Cardinal Newman. If you would like to know more or arrange a visit, please don't hesitate to contact Michele Walker, Headteacher's PA on 01925 635556 or at mwa@cardinal-newman.co.uk

Mrs. H. Pinnington

Head of School



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We are a vibrant,
ambitious and caring
community”

Governors seek the following appointment for **September 2026**
Attendance and Administration Officer, 37 hours per week, term time
only plus 5 days (39 weeks per year), 7.30am-3.30pm

We require a committed and innovative Attendance and Administration Officer to join our vibrant, ambitious and caring school. This is a fantastic opportunity for a highly motivated professional to be part of very successful pastoral and safeguarding team.

The successful candidate will be responsible for leading and operating effective attendance, punctuality, and student support systems to ensure all pupils access learning and achieve their full potential. This includes overseeing daily attendance processes, improving attendance and punctuality, providing targeted support for pupils and families, and fulfilling statutory responsibilities in line with legislation and school/local authority policy.

The role requires working creatively with pupils for whom attendance and punctuality is a barrier to learning, promoting a positive culture of attendance, and contributing to safeguarding, pupil premium, SEND, EAL, and wider pastoral support. The postholder plays a key role in safeguarding and is a member of the Safeguarding Team

They will be committed to supporting the ethos and values of our school.

Closing date: 9.00am on Monday 27th April 2026

Interviews: Week commencing 4th May 2026

Please note a current CES application form and a Model Rehabilitation of Offenders Act 1974 form must be completed for this post. Applications can be emailed to Mrs Michele Walker mwa@cardinal-newman.co.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Post is subject to an Enhanced DBS Disclosure and online searches.

Governors seek the following appointment for **September 2026** Attendance and Administration Officer, **37 hours per week, term time only plus 5 days (39 weeks per year), 7.30am-3.30pm**

Job Title:	Attendance and Administration Officer
Grade:	6, SCP 15-22, £30,024-£33,699 pa, paid pro rata
Location of Work:	Cardinal Newman Catholic High School
Directly Responsible to:	Assistant Headteacher
Hours of Duty:	37 hours per week, Term time only plus 5 days (39 weeks per year) 7.30am to 3.30pm

JOB DESCRIPTION

Primary Post and Scope of Job

The postholder is responsible for leading and operating effective attendance, punctuality, and student support systems to ensure all pupils access learning and achieve their full potential. This includes overseeing daily attendance processes, improving attendance and punctuality, providing targeted support for pupils and families, and fulfilling statutory responsibilities in line with legislation and school/local authority policy.

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Working Relationships

- Senior Leadership Team
- Heads of year
- Pastoral Team
- Attendance Clerk
- Data Manager
- Office and Administration staff
- Governors
- Parents/carers and families
- Local Authority and external agencies

Key Tasks and Accountabilities

Safeguarding and Pastoral Responsibilities

- Active member of the safeguarding team
- Ensure attendance procedures uphold safeguarding priorities including first-day absence process and vulnerable pupil monitoring.
- Work with pastoral staff on Early Help, Family Support and safeguarding processes.
- Support vulnerable groups including pupil premium, SEND, EAL and children open to social care.
- Ensure confidentiality, GDPR compliance, and safe handling of student data.

Attendance Leadership & Monitoring

- Promote excellent attendance and punctuality.
- Implement and review the school attendance policy annually with a designated member of SLT.
- Oversee day-to-day running of attendance systems; deputise for attendance clerk when required.
- Monitor attendance of identified groups including persistent absentees and vulnerable pupils.
- Maintain accurate attendance data using MIS systems.
- Analyse patterns and provide reports for governors, SLT and pastoral staff.
- Prepare census attendance information.
- Chase non-attenders for examinations.

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Key Tasks and Accountabilities (continued)

Intervention, Support & Family Engagement

- Identify pupils requiring attendance support. Agree and provide interventions monitoring impact of interventions.
- Work directly with pupils to motivate improved attendance.
- Build positive relationships with families and conduct home visits.
- Assist families in accessing welfare/support services.
- Attend or lead parent meetings regarding attendance and punctuality.
- Support statutory casework and attend court as required.
- Work with the Local Authority on interventions and referrals.
- Collect children in the school minibus as a form of intervention.

Communication, Reporting & Administration

- Provide attendance updates for staff, weekly bulletins and the school website.
- Produce documentation and reports for pastoral teams, SLT, Governors and Local Authority.
- Record notes, actions and progress from meetings and visits.
- Support admissions including in-year, direction off site and key transition points.
- Maintain filing and recording of pupil documentation.
- Type bulk correspondence and identify groups who receive this documentation.
- Administer exclusion letters in Headteacher's PA's absence.
- Rewards, Culture and Whole School Support
- Promote a positive culture of attendance and punctuality.
- Coordinate attendance rewards, certificates, and postcards.
- Coordinate late gate duty and monitor punctuality.
- Contribute to improving attendance and punctuality initiatives.
- Prepare statistical information for key events.
- Attend regular pastoral/SLT meetings.

General Responsibilities

- Maintain high levels of stakeholder service.
- Undertake relevant training and keep up to date with legislation.
- Assist with Single Central Record in PA's absence.
- Carry out duties professionally with confidentiality and safeguarding compliance.
- Undertake such additional duties as are reasonably commensurate with the level of this post.

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 at the appropriate time.

Notwithstanding the details in this job description, in accordance with the School Flexible Working Policy, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

Prepared February 2026.

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ATTENDANCE & ADMINISTRATION OFFICER
PERSON SPECIFICATION

	Essential	Desirable
Knowledge, skills and abilities		
Ability to work effectively within a team environment, understanding pastoral roles and responsibilities	x	
Ability to build and maintain effective working relationships with all pupils and colleagues	x	
Ability to promote a positive ethos and role model positive attributes	x	
Ability to work with children at all levels regardless of specific individual need	x	
Ability to adapt own approach in accordance with pupil needs	x	
Ability to continually develop and extend own working practices	x	
Excellent personal numeracy and literacy skills	x	
Understanding of principles of child development, learning styles and independent learning	x	
Working knowledge of relevant policies/codes of practice/legislation	x	
Understanding of inclusion, especially within a school setting	x	
Understanding of other basic technology –	x	
Understanding of safeguarding policies and procedures	x	
Knowledge of the external agencies involved in attendance processes		x
Experience of working to improve school attendance		x
Experience of working with school IT system (Arbor/SIMS)	X	
Willingness to drive the school minibus		
PROFESSIONAL VALUES AND PRACTICE		
Must be able to demonstrate all of the following: <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements. • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work. • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning. • Able to improve their own practice through observations, evaluation and discussion with colleagues. 		
Qualifications		
Minimum 2 year experience of working with children in an educational setting (within specified age range/ subject area)	x	
Full Driving Licence	x	
Willingness to participate in relevant training and development opportunities	x	
This post is subject to an Enhanced DBS check.		

The extra curricular
life of our school is
flourishing with
a wide **variety**
of **enrichment**
opportunities



Michele Walker
Headteacher's PA
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