

Blackthorn Primary School & Rectory Farm Primary School



Attendance Officer

Located on the Eastern district of Northampton, Blackthorn is a one-form entry primary school with a nursery. In addition, Blackthorn Primary is very proud to run a Specialist Unit for children with an EHCP identifying a need for support with SEMH. Our school is driven by a passion to provide educational excellence for the children in our community.

The children at Blackthorn are polite, respectful and keen to learn. Our team of dedicated staff believe that children achieve their best in a safe, secure and happy school community and we work hard to make sure this is the case for our learners every day. We strongly believe that good relationships between people in our school community are essential in securing success for your child, as such, an effective partnership between home and school will benefit your child's learning.

At Blackthorn, we strongly believe in supporting every individual, children and staff, to develop and be supported in their aspirations. Our staff culture is of enabling everyone to have opportunities to grow through support and we have a proven track record of developing both early career teachers and leaders at all levels to achieve their goals.

We are proud to be a member of Northampton Primary Academy Trust (NPAT) with whom we work closely to provide opportunities for our children to broaden and enrich their time at primary school through the arts, sport and wider curriculum.

Rectory Farm Primary is a welcoming, nurturing and ambitious school, with commitment to excellence for all.

There is a vibrancy at Rectory Farm Primary School which has an impact on all who visit us. A walk throughout our school will show a welcoming, calm, purposeful and happy learning environment where our committed team demonstrate high aspirations for children's achievement. Our ethos, 'Growing Minds, Shaping Lives', is reflected in the commitment we show to knowing every child and relishing the challenge of guiding them through their primary phase of education. As well as great teaching, we place a strong emphasis on Sports, The Arts and Personal, Social and Emotional Education to broaden horizons and develop a growing understanding and knowledge of the world and all it has to offer!

We very much value the contribution parents can make to their children's education and recognise that effective partnerships are essential. Parents are always most welcome into school to help or to discuss their child's progress or any matter of concern.

As part of the Northampton Primary Academy Primary Trust, Rectory Farm is an exciting place to work: We are positive, have mutual respect and work hard. It is a privilege to be the executive head teacher of this very special school and, I believe, a wonderful place for children to start their educational journey.

Becca Williams – Executive Headteacher



Working together as a school community to achieve educational excellence for all.

Attendance Officer

Job Description

Post Holder: **Attendance Officer**

23 hours per week (08:30* – 13:00 Monday to Friday and 08:00 on Wednesdays); 38 weeks per year plus 1 September training day.
There is some flexibility with the hours for the right candidate.

Grade D point 3-4, Salary £24,027 - £24,404 FTE (Actual £12,536 - £12,983) pay award pending

Based at: Working across both Blackthorn Primary School and Rectory Farm Primary School

Responsible to: **Executive Headteacher**

This job description may be amended at any time following discussion between the Headteacher and member of staff. The job description will be reviewed annually.

This job description may be amended at any time following discussion between the Executive Headteacher or Head of School and member of staff. The job description will be reviewed annually.

Areas of Responsibility and Key Tasks-

To monitor, record and manage attendance at Blackthorn Primary School and Rectory Farm Primary School. To support families with identified regular absence, maintain records and establish a suitable course of action.



1. Attendance

To build strong relationships between school and home to support children's attendance.

To review phone calls and messages taken each day in relation to absence (and lateness), monitor trends of absence and provide support and challenge for repeated absence.

To follow the school's absence policy and procedures and issue appropriate letters to learners and their families.

Meet with school staff, learners and parents to identify individual problems and possible solutions.

Ensure Parent Contracts are in place where appropriate and records are thoroughly maintained.

To carry out home visits in order to promote attendance.

To work with appropriate external agencies.

To work with the school's pastoral team, SLT to carry out attendance related work.

To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.

To initiate appropriate legal action to ensure the school is carrying out its statutory responsibility in respect of learners.

To keep clear and concise records of all consultations and to write any other reports.

To use IT systems to produce and analyse attendance data, providing reports to senior leaders and governors.

To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others. And any other relevant frameworks as they are updated.

To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the public.

2. Supporting Children and Families

To promote good attendance, healthy lifestyles and positive mental health.

To observe confidentiality and to support the school's endeavour to provide excellent pastoral care for all learners.

To improve parents and stakeholders ability and confidence to give children and young people the support and direction they require to build resilience;

3. Safeguarding

The role will be part of the safeguarding team at both schools and training to become a Deputy DSL will be provided.

To support parents with a co-ordinated approach to attendance, learning, behaviour and well-being at school and home, e.g. through parent events.

Involvement in the preparation and delivery of whole school initiatives for attendance, such as attendance rewards.

To ensure that practice is, in all respects consistent with the requirements of Blackthorn and Rectory Farm Primary Schools' Health and Safety Policy as well as with any subject specific health and safety guidelines including accurate keeping of registers, first aid, medicines, risk assessments, security and fire regulations.

To ensure all learners are protected from potential harm. To inform the named member of staff of any child protection issues. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Executive Headteacher (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Executive Headteacher.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Attendance Office

Person Specification

Attributes	Essential	Desirable
Qualifications/Training		
Qualifications and General Experience	Excellent numeracy/ literacy skills. Appropriate level of IT and keyboard skills. Awareness of data protection, security and confidentiality awareness.	NVQ Level 2 or equivalent in relevant subject. Appropriate level of data protection, security and confidentiality awareness.
Experience		
Professional Knowledge, Experience & skills	<ul style="list-style-type: none"> Experience of working in an office environment. Health & safety awareness. Understand, abide by, contribute to and promote all Rectory Farm Primary School and Blackthorn Primary School policies. Be able to attend training off site if required. 	Experience of working in a school setting
Technology	Working knowledge of administrative software, including email & Microsoft Office applications.	Experience of using Office 365 and Arbor
Parents and Community	Understanding of the role played by parents and the community as a whole and experience of working with the public.	
Skills		
Relationships	Ability to establish and develop effective relationships within the school community, including: <ul style="list-style-type: none"> Teaching Colleagues Support Staff Governors/Trust Directors Parents 	Ability to manage difficult conversations and experience of working cohesively and contributing towards building a team ethos.
Interpersonal And Communication Skills	Ability to communicate effectively in writing and orally. Prompt completer of tasks. Flexible and approachable. Resilient under pressure. Able to deal sensitively with people and resolve conflicts. Positive and energetic approach to work.	

	Ability to provide a warm welcome to every visitor to the school.	
Attitudes		
Personal Qualities	Proactive in areas of responsibility with an awareness of whole school issues; A willingness to take on appropriate delegated tasks relevant to the post; An ability to use and understand discretion, confidentiality and professionalism; An ability to learn from mistakes and take advice.	
Professional Ethos And Commitment	Ability to improve own practice/knowledge through self-evaluation and learning from others. Ability to show a committed, professional and loyal attitude to the school, openly modelling its aims and values;	

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

How to Apply

To apply for this position, please complete the enclosed Trust application form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to samchambers@blackthornprimary.net or by post to Mrs Sam Chambers, Blackthorn Primary School, Waingrove, Northampton, NN3 8EP.

Closing date: 12 noon, 21 July 2025

Interview date: Wednesday 23 July 2024

Start date: 1 September 2025

