



Pendle
Education Trust

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**ATTENDANCE
MANAGER**

**APPLICATION
PACK**

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www.pendleeducationtrust.co.uk

INTRODUCTION



Pendle
Education Trust

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child in our family should only be a short walk away from a great school. Our values of Belong- Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other leaders working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

JOIN US

WEST CRAVEN HIGH SCHOOL



West Craven is a small and vibrant secondary school for young people aged 11 to 16 years which serves this local Lancashire/Yorkshire community.

Barnoldswick is located on the Lancashire/Yorkshire border with both Leeds and Manchester drivable in just under an hour. Preston, Skipton and Bradford are easily commutable and the town is on the doorstep of the Yorkshire Dales National Park, Bronte Country and the Forest of Bowland. The Lake District, Morecambe Bay and the Fylde Coast are all a short drive away.

Our vision is to create a culture and ethos which promotes high aspirations and expectations, balanced with the highest level of care and support. We want students to love coming to West Craven, love learning and love being part of the academy family. The vision involves educating the whole child; our academy motto 'Ad Vitam Paramus' means 'We Are Preparing for Life'. We encourage all students to get fully involved in the life of the academy and the opportunities beyond the classroom.

As an academy at the heart of the community we want close links with our feeder primary schools, local businesses, colleges and training providers. The school is on a programme of rapid transformation and improvement. As part of Pendle Education Trust since 2016, the future of the school is bright.

By joining the West Craven High School family you will become part of a supportive and ambitious team. We have regular staff training and dedicate time to continuing professional development and staff wellbeing. Our culture is about always looking at how we can share best practice with each other and improve together.

We collaborate with our colleagues at Colne Primet Academy as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application for this role.



#ASPIRE

Mr John Bates
Principal

VACANCY

ATTENDANCE MANAGER



Salary	Scale 7/ 8 –£32,061 - £40,777 pro rata (depending on experience)
Closing Date	Monday 9 th Feb at 9am We reserve the right to close the vacancy early. Applications will be considered as they arrive.
Interview Date	Wednesday 11 th Feb
Start Date	As soon as notice periods allow



ABOUT THIS ROLE

ATTENDANCE MANAGER



Report to: Deputy Principal (Inclusion)

Job Description

A key member of the operational leadership team you will lead the attendance and admissions functions of the school, contributing to a culture of educational excellence, within a caring and safe environment

Role Responsibilities

1. Provide leadership and operational management of the attendance and admissions functions of the school.
2. Improve pupil attendance and punctuality, promoting and supporting high levels of attendance.
3. Develop a strong culture of attendance across the school community.
4. Manage pupil attendance by providing an effective and complementary support service which addresses the needs of pupils and helps them to raise their levels of attainment and achievement through improved attendance.
5. Effective communication to all staff to ensure that a drive to improve attendance and reduce persistent absence permeates all aspects of the school.
6. Build strong relationships with parents / carers whilst providing appropriate support and challenge
7. Create and maintain effective multi-agency working to improve and sustain good attendance to school.
8. Be responsible for the accurate and statutorily compliant maintenance of the attendance registers.
9. Oversee the day-to-day administration of pupils' attendance, providing daily, weekly, half termly, termly reports and analysis of attendance data to school colleagues and other appropriate partners as required.
10. Ensure that all attendance related record-keeping fulfils statutory requirements up to the level and standard required for appropriate legal action and presentation in court as required.
11. Ensure adherence to all trust and department for education attendance guidance and statutory requirements.
12. Work with colleagues, pupils, parents and external agencies to identify and resolve barriers to regular attendance, putting in place trust procedures and locally innovative solutions to address them.
13. Work alongside the Senior Leadership Team to ensure that pupils are rewarded for attendance.
14. Make home visits, run parent groups and promote closer links to the school with parents/carers and the community.
15. Act as deputy designated safeguarding lead within the school and play a key role in safeguarding pupils where attendance is a concern.
16. Support and provide CPD to all staff on attendance improvement
17. Identify and track students at risk of low attendance from medical conditions and ensure evidential records are maintained for students identified as persistent absentees, or at risk of becoming so

ABOUT THIS ROLE

Trust Responsibilities:

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in Professional Development activities, and be actively involved in the Trust's culture of high expectation.
- Value diversity and promote equality.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety.
- Be responsible for safeguarding and promoting the welfare of children and young people.
- Work flexibly including, where necessary
- Any other duties that the Principal/Chief Education Officer consider appropriate.



PERSON SPECIFICATION

Qualifications and Attainments

4 GCSEs at grade C including Maths and English – **Essential**

Knowledge

Experience of working with children in an education or childcare environment–**Essential**

Knowledge of DfE attendance requirements –**Desirable**

Knowledge of Academy attendance mechanisms –**Desirable**

Experience of maintaining confidentiality and handling complex matters with sensitivity and discretion –**Desirable**

Experience of developing intervention plans to support students with social, behavioural and emotional needs – **Desirable**

Experience of managing a complex workload with conflicting priorities to deadline – **Essential**

Experience of maintaining accurate records – **Essential**

Experience of resolving complex problems independently – **Desirable**

Experience of building and maintaining effective relationships with others and negotiating effectively – **Essential**

Skills and Abilities

To be flexible and able to take both a proactive and responsive approach towards the role – **Essential**

To be a good communicator and be able to present to a wide range of audiences – **Essential**

To promote equality of opportunity throughout all aspects of school life – **Essential**

To undertake the role with energy, enthusiasm and tenacity – **Essential**

Attitudes and Beliefs

Commitment to excellence – **Essential**

Commitment to inclusivity, equality and diversity – **Essential**

Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential – **Essential**

Commitment to ensuring a healthy and safe environment and the welfare of children and staff – **Essential**

Commitment to regular and on-going professional development – **Essential**

Commitment to high professional and personal standards of work and conduct - **Essential**

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete the application form which can be found on the Join Our Family page of www.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





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Company Registration Number

08263591

Place of Registration

England and Wales