



## **Caistor Grammar School**

### **Job description:** Attendance Officer/Pastoral Support

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

### **Job details**

<b>Salary:</b>	<b>£17,012 - £18,114 pa (Actual)</b>
<b>Payscale:</b>	<b>NJC 3 - 7</b>
<b>Hours:</b>	<b>30 pw (8:30 – 15:00 daily) plus 30 min lunch</b>
<b>Contract type:</b>	<b>Term time + 1 day (INSET day at the beginning of the Autumn Term)</b>
<b>Reporting to:</b>	<b>Deputy Head (i/c Pastoral)</b>

### **Duties and responsibilities**

- Contribute to the school ethos to continue to promote the importance of good attendance
- Follow guidance issued by the DfE in the Working Together to Improve School Attendance document, ensuring CGS is compliant in fulfilling its duties
- To maintain accurate and up to date attendance/lateness records both manually and electronically and to ensure ongoing monitoring of attendance for all children to promote good attendance across the school
- Administer a daily attendance and punctuality check each morning and support following up the daily absences by telephone/message or other means including checking the school answerphone for absence messages and record appropriately on the school information management system
- Process and record children who arrive late, leave during the school day and those who are collected late after the end of the school day.
- Process and record lesson by lesson attendance and account for any unknown absences.
- Priority check the attendance and punctuality of vulnerable students. Communicate with the family following any absences reported and inform the Safeguarding/Pastoral/SEND team of any absences
- Process applications for any leave/special absence of children in liaison with the Deputy Head and the Headteacher
- Analyse attendance data to identify patterns and trends and regularly meet with the Deputy Head (i/c Pastoral) to review attendance and punctuality data
- To ensure, alongside SLT, that staff complete registers accurately and in a timely way in line with statutory regulations and to ensure that any discrepancies are amended.
- To ensure attendance is communicated home regularly detailing national benchmarks.
- To administer Fixed Penalty Notices where necessary

*We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.*

*All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks.*

*All Pre-employment checks are in line with "Keeping Children Safe in Education."*

*Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.*



- To organise and attend Attendance Panel meetings, take minutes and monitor attendance thereafter
- To make/receive phone calls to/from parents regarding absence of students from school
- To deal with enquiries efficiently and in a pleasant and courteous manner
- To maintain accurate and up to date records of attendance in line with legislation, and upload attendance data to the National platform for benchmarking purposes, as necessary
- To carry out full, accurate and up to date administration of letters, files or other documentation for attendance
- Assist Safeguarding staff with targeted home visits /meetings and any attendance/punctuality data that may be required to support case work
- Liaise with Assistant Head (i/c Data & Systems) to ensure Attendance and Assessment records are accurate and up to date in conjunction with the school assessment calendar
- Liaise with external agencies where appropriate
- Conduct 3<sup>rd</sup> day absence calls & record on MIS

### **Pastoral Support**

- To provide support in all areas of the pastoral system and to members of the pastoral team
- To engage with, attend and provide attendance and pastoral information for meetings with Leaders responsible for key cohorts of students e.g. SEND, disadvantaged
- Create reports as required, recording the information appropriately
- Monitor students on report, as requested
- To make/receive phone calls to/from parents regarding pastoral issues
- Updating pastoral records as necessary
- Support with administration for the production of Student Safety & Support Plans.

Deadline for applications: midday, Wednesday 24<sup>th</sup> September 2025

Interviews: w/c 29<sup>th</sup> September

Email: [Charlie.coulston@caistorgrammar.com](mailto:Charlie.coulston@caistorgrammar.com) with your application. You must complete an **application form** to apply for this role. [[link](#)] Your application cannot be considered if you do not complete the school form.

We reserve the right to interview before the deadline date, if appropriate

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## **Person Specification**

**If you don't have all the experience listed below but are interested in applying, contact the Headteacher's PA, Charlie Coulston ([Charlie.coulston@caistorgrammar.com](mailto:Charlie.coulston@caistorgrammar.com)).**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	NVQ Level 3 / 4 or equivalent
<b>Experience</b>	At least one year's related experience of work within a school attendance/pastoral related work  Working with children, young people, parents and families preferably within an educational context
<b>Skills and knowledge</b>	A team player who will work closely with the Deputy Head (i/c Pastoral), providing information and analysis reports that guide decision making for improved attendance overall as well as in support of individual pupils.

### **Notes:**

This job description may be amended at any time in consultation with the postholder.

If you don't have all the experience listed above but are interested in applying, contact the Headteacher's PA Charlie Coulston [Charlie.coulston@caistorgrammar.com](mailto:Charlie.coulston@caistorgrammar.com) to arrange a discussion with the hiring line manager.

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