

**Morecambe Bay Academy**  
**Job Application**  
**Attendance Officer**



**Morecambe Bay Academy**

## **Welcome from the Headteacher**



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of Attendance Officer.

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

Morecambe Bay Academy is on a journey of improvement. We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive.



**Belong | Believe | Achieve**

**The Bay Learning Trust**

**Our Trust**



If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.

Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce [gmilce@morecambebayacademy.co.uk](mailto:gmilce@morecambebayacademy.co.uk) to arrange to visit and tour the school.

Sincerely

A handwritten signature in black ink that reads "JK Pardoe". The signature is written in a cursive style.

Jen Pardoe  
Headteacher

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**Our Trust**



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Central Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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**Morecambe Bay Academy**

## **Our Vision and Values**



### **Vision and values**

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

### **Belong**

We are kind and compassionate

We are respectful

We are honest and trustworthy

### **Believe**

We seek out new challenges

We are resilient and determined

**Belong | Believe | Achieve**

## Morecambe Bay Academy

### Job Description



<b>JOB DESCRIPTION:</b>	Attendance Officer
<b>RESPONSIBLE TO:</b>	Deputy Headteacher
<b>GRADE:</b>	Grade 6 NPS 11-19
<b>ANNUAL SALARY:</b>	£28,142 -£32,061 (Actual Salary £14,471—£16,486) This post is 22.5 hours per week , term time only. 3 full days to be discussed at interview
<b>Closing Date:</b>	9am Monday 22 September 2025
<b>Interview:</b>	W/C 22 September 2025

#### Job Purpose:

- To ensure that levels of attendance by pupils is improving so that it is significantly above the national average.
- To ensure that student registers are correct and the whereabouts of all pupils is accounted for.
- To oversee the admission and removal of pupils from the school roll as Appropriate

#### Main Whole School Responsibility:

- Demonstrate, at all times, the academy's values and principles.
- Work with the Deputy Headteacher and Attendance Manager on developing and Implementing strategies to create a culture of excellent attendance.
- Have working knowledge of best practice in improving attendance and the awareness of and implementation of any government initiatives.

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## Morecambe Bay Academy

### Job Description



- Use Academy ICT systems, SIMS and Synergy, to identify and co-ordinate appropriate interventions across the school for individual pupils and identified groups.
- Monitor the attendance of pupils who access Alternative Provision.
- Work on celebrating and promoting excellent attendance across the academy.

#### **Key accountabilities (and specific duties / responsibilities):**

**To take responsibility for the following systems of intervention, monitoring persistently absent pupils and keeping accurate records:**

- Check and chase a.m. registers, recording lates and taking calls/messages for pupils absent that day. Priority for those on vulnerable/disadvantaged pupils (DP ) list.
- Make first day contact. Follow up calls for non-response/unsatisfactory reasons for absence.
- Conduct home visits using own vehicle when required.
- Check and chase p.m. registers.
- Monitoring of persistently absent pupils against targets and administration of stage letters, panel meetings and penalty notices.
- Plan to ensure that parents/carers who wish to take their child out of school during term time are contacted and the potential consequences explained. Seek permission/advice from Head of school.

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## **Job Description**



- Ensure that the school's official registers are in line with legal requirements and that any anomalies are reported to the attendance manager in the first instance, during that working day.
- Provide weekly/monthly/termly data on attendance for the Deputy Headteacher responsible for attendance with identified time frame of the request
- Work closely with the parents/carers of targeted pupils, forging positive and constructive relationship in order to engage parents/carers and provide support to get pupils to return to school at the earliest opportunity.
- Keep in weekly contact with long-term absentees, accurately recording outcomes of communication in the relevant attendance log and liaise with the Class Teacher/ Head of Faculty/SLT lead to ensure that effective reintegration strategies are used, identifying 'catch up' needs and work is provided for study at home during the absence where applicable
- Contact parents/carers where absences have remained unexplained despite previous intervention seeking and securing relevant evidence to 'authorise' the absence.
- Work with targeted pupils identified by Year Leaders/SLT lead on attendance to improve attendance through parental contract, accurate monitoring and reporting, populating attendance reports, generating short-term targets and co-ordinating rewards under the co-ordination of Year Leaders.
- Prepare detailed and accurate cases for referral through the CAF as directed by Year Leaders who will lead on the CAF and for where court action is required. Liaise with the Court Officer to initiate proceedings and follow identified protocol.
- Attend training that is identified as essential professional development.
- Act as a safeguarding officer reporting any concerns immediately to the Designated Safeguarding Lead (DSL) or Assistant DSL

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**Morecambe Bay Academy**

## **Job Description**



The post holder may be required to carry out a variety of tasks in addition to the responsibilities listed above.

The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. They will be proficient at problem-solving and ideally have experience of developing their skills in a working environment

It is the Trust's intention that this job description is seen as a guide to the major areas and duties for which the HR & Finance Administrator is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

### **Safeguarding:**

The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

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## **Person Specification**



Key Criteria	Essential	Desirable
Qualifications	NVQ Level 3/ A Level or equivalent qualification in an appropriate subject area  GCSE Grade C or above in English and Mathematics or equivalent	Safeguarding training  Sims Training
Experience	Proven experience of working with young people age 11-16 in a voluntary or other professional capacity	Experience of working in a school or local government environment.  Experience of working with families and agencies such as Children Social Care
Knowledge & Skills	Understanding of the main challenges for pupils with poor attendance in the secondary sector.  Knowledge and ability to deal with a range of different barriers which impact on a pupil's attendance.  High quality people skills to deal with difficult problems and potential conflict.  Excellent literacy and numeracy.	Understanding of multi-agency work.  Knowledge of DfE guidance on attendance and school accountability.  Understanding of the impact of deprivation on attendance.

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**Morecambe Bay Academy**

## **Person Specification**



Key Criteria	Essential	Desirable
Knowledge & Skills	<p>General administrative/ICT skills especially in the use of a range of IT Software (Word, Excel, Email).</p> <p>Proven organisational and time management skills.</p> <p>Ability to build effective relationships and work sensitively and effectively with parents/carers, pupils, staff and outside agencies.</p> <p>Ability to promote a positive ethos and have a 'can do' attitude.</p>	
Personal Qualities	<p>Professional appearance and conduct.</p> <p>A committed life-long learner, willing to undertake further training.</p> <p>Good communication skills, flexible approach with tact and diplomacy.</p> <p>Self-motivating and ability to work as part of a team.</p> <p>Ability to ensure confidentiality.</p>	

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