



APPLICATION PACK

ATTENDANCE ADMINISTRATOR

HOW TO APPLY

Applications are welcome from both internal and external candidates but the working hours are not flexible and must suit the needs of the school for this important role.

Application Packs are available on the JSTC website (www.jstc.org.uk)

Completed applications should be emailed to office@jstc.org.uk or can be posted to the school (John Spendluffe Technology College, Hanby Lane, Alford, Lincolnshire, LN13 9BL).

Applications must be received by: **4 pm on Friday 31 October 2025**

Interviews to be held: **W/C 10 November 2025**

JSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks, undertaken are in line with Keeping Children Safe in Education.

APPLICATION PACK

John Spendluffe Technology College Overview

JSTC is a non-selective 11-16 co-educational school in a selective area. We are a popular and over-subscribed school of around 630 students. Despite being a secondary modern school we have the full ability range of students, including gifted and talented. We are proud of the work that we do with our young people to enable them to challenge themselves academically and reach the highest of aspirations. At our most recent Ofsted inspection we were rated as 'Good' in all areas. We are very proud of our achievements; we will continue to develop and provide the best possible education for our young people. We are a single academy trust but have developed strong networks and links with a range of partner and other schools locally and throughout the county.

An Attractive Location

JSTC is situated in the small, quaint, rural market town of Alford on the edge of the Lincolnshire Wolds, an Area of Outstanding Natural Beauty (AONB). Lincolnshire is a large county with a variety of beautiful landscapes: flat fens, coastal marshes, clay vales and the rolling uplands of the Wolds, attracting an abundance of wild flora and fauna. Morning drives across the stunning and tranquil Wolds frequently creates wonderful memories and conversation with colleagues. The school is well placed and at the centre of the community of Alford with good road links to major urban centres in the East Midlands. Housing is extremely low priced compared to other areas of the UK and new build developments are enhancing the housing choices available in the region.

The School Site

The school site has been enhanced in recent years to include two new classroom builds, a refurbished Humanities teaching block, a remodelled, modern canteen, and refurbishment of the original, attractive 1930s building. Car Park facilities on site are free. The school has its own all-weather pitch, sports hall and gym facilities which are all available for staff and community use.

Ethos and Values

Supporting our students and their families to achieve the highest possible aspirations to a bright future lies at the heart of our daily work in school. High quality, extensive pastoral provision enables us to fulfil this mission. Our aim is to empower our students to become '*resilient, respectful and responsible*' in readiness for the next step of their educational journey. We are committed to serving each other, the students, and the wider community.

Our Students

Our students are our best ambassadors. They come from a wide rural and coastal area, with the majority travelling by bus to school. Many students are not confident about their talents and abilities when they first arrive but through the hard work of our staff, we enable our students to develop and thrive into young adulthood. Students take part in a range of activities in and out of the classroom and visitors are frequently impressed with their courtesy, and the pride that they have in their school. Our students behave well and want to learn. Some students find academic work difficult and our experienced SEND team work hard to ensure that students have an appropriate curriculum and personal support. JSTC offers its students excellent opportunities to develop skills for life as well as academic qualifications. We want all of our students to develop into caring, active citizens.

JSTC has a strong coaching culture; a wide range of staff coach KS4 students to help them improve their resilience, independence, and self-efficacy.

Committed and Friendly Staff

Our dedicated staff believe passionately in improving outcomes for all students and this can be seen in the positive relationships with each other and in the classroom. Staff are happy to teach at JSTC and want to stay. There is a low turnover of staff each year as we believe in providing opportunities for career progression at JSTC.

Staff Wellbeing

Working in a school can be demanding and we therefore ensure that staff wellbeing is at the core of our development. The school has a highly supportive ethos with respect to both staff and student wellbeing. The Wellbeing Learning Community is an active forum of different staff who engage in evidence-based practice to promote good mental health and wellbeing for students and staff.

Our Education Support Employee Assistance Programme provides impartial, confidential support and general advice on wellbeing, workload, and work-life balance. This EAP can provide fast-track counselling, financial and debt advice and legal support. Extra coaching support is available to leaders and line managers. In school, trained Mental Health First Aiders can support staff for a range of feelings such as low morale, loss and bereavement, isolation, fear, stress and anxiety. This is fully funded from the school for all of our employees.

Staff enjoy engaging in social activities outside of school – particularly at the end of terms. There is sport to get involved in, such as football, netball and running; there are creative activities involving art and cooking too.

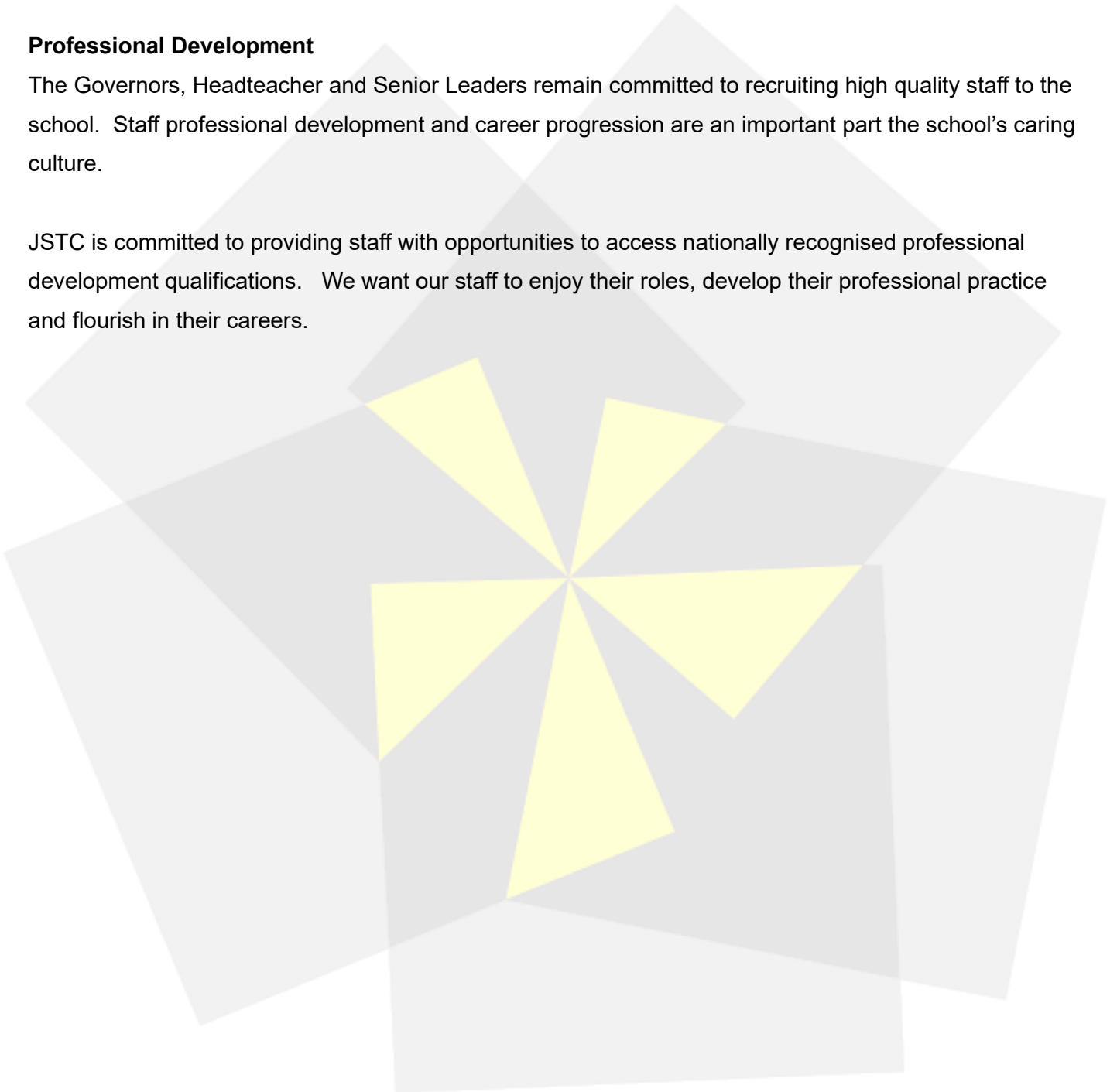
New Staff Induction

You will be warmly welcomed into our friendly school and supported in all areas of your practice so that you can enjoy and feel confident in your role. JSTC offers a comprehensive and personalised induction training programme to all new staff. The New Staff Induction Team support all staff who are new to our school or their role, or returning after absence, regardless of their position. Staff are fully supported through a series of live and recorded training sessions.

Professional Development

The Governors, Headteacher and Senior Leaders remain committed to recruiting high quality staff to the school. Staff professional development and career progression are an important part the school's caring culture.

JSTC is committed to providing staff with opportunities to access nationally recognised professional development qualifications. We want our staff to enjoy their roles, develop their professional practice and flourish in their careers.

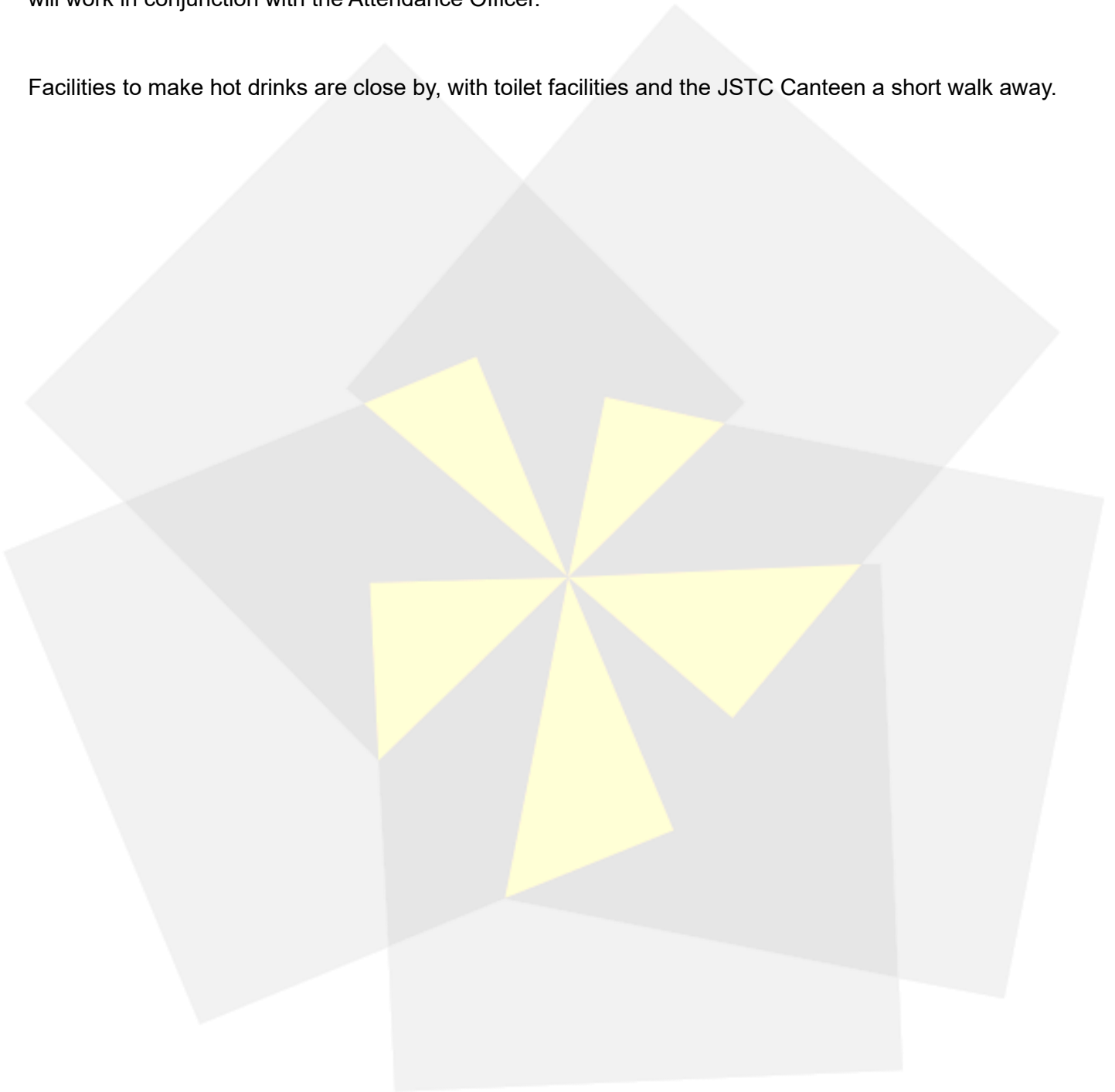


DEPARTMENT INFORMATION

Department – Attendance Assistant

Working in the centre of the school within the Main Office Reception with the Admin Team, the post holder will work in conjunction with the Attendance Officer.

Facilities to make hot drinks are close by, with toilet facilities and the JSTC Canteen a short walk away.



JOB DESCRIPTION

JSTC 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

Salary: Grade 3 £24,796 per annum
(pro rata to £21,267 per annum for term time and training days [38 weeks plus 5 training days]) with progression to Grade 4 £27,254 per annum (pro rata to £23,376 p/a for term time and training days)

Hours: 8 am to 4 pm, 37 hours per week
(includes 30 minute unpaid lunchbreak & one early finish at 3:30 pm)

Contract type: Full-time and Permanent

Reporting to: Attendance Officer

Main Purpose

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue. This roll will be based in the school's main reception and include reception support such as taking phone calls and communicating with visitors.

Duties and responsibilities

Administration

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Initiate and oversee the administration of absence procedures, for example letters home, and engagement with local authorities/other external agencies and partners
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems
- Supporting the main office with phone calls and visitors
- Working with students- late arrivals and requests for absence

Monitoring and Reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Promote good attendance via our attendance rewards system
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

Working with others

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Work with external agencies to provide specialist support for individuals
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required. Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Work closely with external agencies and internal departments to ensure communication is strong regarding all students, but specifically our most vulnerable.
Promote the safeguarding of all pupils in the school

Person Specification

CRITERIA	QUALITIES
Qualifications and Training	GCSE or equivalent level, including at least a Grade C in English and Maths (Desirable)
Experience	Experience working in a school environment or other educational setting · Experience identifying interventions to raise attendance of pupils · Experience working directly with pupils and parents · Experience working collaboratively with colleagues · Experience analysing data and producing reports and identifying key insights
Skills and Knowledge	Good listening skills · Effective written and verbal communication skills · Knowledge of the possible interventions to raise attendance · Knowledge of the potential barriers to high attendance that pupils may face · Ability to tailor interventions to individual pupils · Ability to use IT systems and to conduct analysis and produce reports · Good knowledge of Excel · Ability to create good relationships with pupils, staff and parents
Personal Qualities	Willingness to provide the best possible opportunities for all pupils · Organised, proactive and self-motivated · Good time management skills · Commitment to upholding and promoting the ethos and values of the school · Ability to work under pressure and prioritise effectively · Ability to maintain confidentiality at all times · Committed to safeguarding, equality, diversity and inclusion

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.