



Attendance Officer

Dear Candidate,

Thank you for your interest in the role of Attendance Officer at King Solomon Academy. In this pack, I hope to help you understand more about the role, our school community and the kind of person we are looking for to join our team.

King Solomon Academy is a unique and very special place. As an all-through school serving pupils from Nursery to Sixth Form, we have the privilege of shaping a young person's entire educational experience. Since our inception in 2007, our mission has always been clear: to provide a rigorous and transformational education to each and every child, preparing them to be successful at university and beyond. We commit to this mission because we believe it is the means to address educational disadvantage and lead the way on system change. Our mission is underpinned by four shared values that apply equally to children aged two or eighteen, teachers, leaders, support staff, parents or our wider community of stakeholders: to always aim high, work together, be kind and lead the way.

Ensuring every pupil comes to school every day is our core business. We have to be able to work together with children, their families and wider networks of professionals across the community to make it possible for every child to want to come to school every day because they feel safe, happy and successful in our care. The Secondary Attendance Officer makes this possible through leading the day-to-day administration and monitoring of pupils' attendance and punctuality and building excellent relationships to promote attendance and remove barriers to learning.

We are looking for someone who is excited by the opportunity to show what is possible, who has a deep belief in the potential of every child to be safe, happy and successful in our school community, someone who combines intellectual ambition with humility; and who is motivated to work with clarity, compassion, and conviction. If you share that same sense of mission and are excited by the opportunity to contribute to the next chapter of KSA's story, we would be delighted to receive your application.

To apply, follow the link at <https://kingsolomonacademy.org/jobs/vacancies>. The deadline to apply is on **13th August 2026**. Please note we will be reviewing applications on an on-going basis, and this advert may close earlier than advertised depending on the level of response. Early application is advised. To discuss the role, please feel free to email the Principal's PA, Abigail Saleh. (a.saleh@kingsolomonacademy.org) or phone on 0207 563 6901 bearing in mind that school will be closed after 17th July.

Yours sincerely,

Beth Humphreys

Principal

Job Description: Attendance Officer (Secondary)

Reporting to:	Assistant Principal, DSL and attendance lead
Location:	King Solomon Academy, Older Years Site
Salary:	Ark Support Inner London, Band 4 (Full-time equivalent) £30,222 - £31,976 (pro rata amount to be calculated based on the exact hours worked).
Working Pattern:	Part-time or full-time hours agreed with the successful candidate
Start date:	September 2026

The Role

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The successful candidate will be highly organised, data-driven and committed to ensuring that every pupil attends school regularly and benefits from the opportunities available at King Solomon Academy.

Key responsibilities

Attendance Monitoring and Management

- Monitor daily attendance and punctuality across the academy.
- Identify and follow up on pupil absences promptly and effectively.
- Make first-day absence calls and maintain accurate records of all communication with families.
- Investigate unexplained absences and ensure attendance records are updated accordingly.
- Monitor attendance patterns and identify emerging concerns at an early stage.
- Ensure attendance registers are accurate and completed in line with statutory requirements.
- Maintain accurate attendance records using the school's management information system.

Attendance Intervention

- Identify pupils whose attendance falls below academy expectations.
- Coordinate attendance interventions for pupils at risk of persistent absence.

- Meet with pupils and families to discuss attendance concerns and agree improvement plans.
- Monitor the impact of interventions and adapt strategies as required.
- Work closely with pastoral leaders, safeguarding staff and senior leaders to improve attendance outcomes.
- Support pupils experiencing barriers to attendance and engagement.

Family and Community Engagement

- Develop positive relationships with parents and carers to promote regular attendance.
- Communicate attendance expectations clearly and professionally.
- Conduct attendance meetings with families where concerns arise.
- Support families in accessing appropriate support services when required.
- Undertake home visits.
- Work collaboratively with external agencies, local authorities and education welfare professionals.

Data, Reporting and Compliance

- Produce regular attendance reports for academy leaders, trustees and external stakeholders.
- Analyse attendance data to identify trends, priorities and areas for improvement.
- Track attendance of key groups, including disadvantaged pupils, SEND pupils and vulnerable learners.
- Ensure compliance with attendance legislation, academy policies and local authority guidance.
- Maintain accurate records of attendance interventions, meetings and correspondence.

Attendance Culture and Promotion

- Promote a culture where excellent attendance is valued and celebrated.
- Support attendance reward programmes and initiatives.
- Encourage pupils to develop positive attendance habits and personal responsibility.
- Contribute to whole-school strategies aimed at improving attendance and punctuality.

- Support the smooth transition of new pupils into academy attendance routines and expectations.

Pastoral and Safeguarding Responsibilities

- Work closely with safeguarding and pastoral teams to identify pupils whose attendance may indicate wider concerns.
- Escalate concerns in line with safeguarding procedures.
- Undertake home visits where appropriate and in accordance with academy policy.
- Maintain confidentiality and professionalism when handling sensitive information.
- Contribute to safeguarding and welfare processes where attendance is a key concern.
- Undertake any other administrative duties at the request of the leadership team.

Desired Outcomes of the Role

The successful Attendance Officer will:

Attendance Improvement

- Contribute to attendance rates that exceed national averages.
- Reduce persistent absence across the academy.
- Improve punctuality and reduce instances of lateness.
- Ensure attendance concerns are identified and addressed quickly.

Student Success

- Remove barriers that prevent students from attending school regularly.
- Improve engagement and participation for students with historically low attendance.
- Support vulnerable students to access the full benefits of their education.

Family Engagement

- Establish strong partnerships with parents and carers.
- Increase family engagement with attendance processes and interventions.
- Ensure families understand and support the academy's attendance expectations.

Data and Compliance

- Maintain highly accurate attendance records and reporting systems.
- Ensure statutory attendance requirements are consistently met.
- Provide timely and insightful attendance analysis that informs decision-making.

School Culture

- Embed a culture of high expectations around attendance and punctuality.
- Ensure attendance is viewed as everyone's responsibility.
- Contribute positively to the academy's values of excellence, responsibility and ambition.

Person Specification: Attendance Officer

Qualification criteria

- Maths and English to grade C GCSE (or equivalent)
- A Degree level qualification (desirable)
- Right to work in the UK

Knowledge and experience

- IT literacy including experience of using Excel and Microsoft Word (required)
- Experience of working with children and/or young people (desirable)
- Experience leading, coaching and motivating pupils (desirable)
- Experience using school management information systems (desirable).

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them organised around our four school values:

“Aiming high”

- Prepares for success with excellent organisational and administrative skills
- Works hard to achieve goals
- Never gives up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others’ strengths and helps others to be better through a culture of clear, kind feedback

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others

“Leading the way”

- Has a passion for working with sixth form pupils
- Has confidence to hold pupils to account and have high expectations of them
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this [link](#).