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The Acorns School 11-16 Pupil Referral Unit (known locally as ‘Acorns’) is looking to recruit a Senior Attendance and Admissions Officer. This is a maternity leave cover from Tuesday 22nd April 2025 until the return of the postholder (planned return March 2026)

The post is Grade 7,

35 hours per week (5 days) Term Time Only plus 5 INSET days

£29,777 - £33,945 (Full Time Salary)

£24,443 - £27,865 (Pro Rata Salary)

The post is open to applicants who are looking for secondment opportunities, or as a Fixed Term Contract

Applications are welcome from appropriately trained colleagues able to offer the following skills/ experience:

**Senior Attendance and Admissions Officer**

This post has two functions:

1. Act as Deputy Designated Safeguarding Lead (DSL) as directed by the Headteacher.
2. Lead worker for promoting attendance for all pupils so that it remains a high profile area of the schools work.
3. Support the admissions process by ensuring that pupils are admitted on roll in a timely manner, working collaboratively and proactively with other staff to ensure that the correct attendance intervention is in place for all pupils at all times.
4. Support the Assistant Headteacher with the exclusions process, by managing the supervision of pupils excluded from school.

**Context of The Acorns School**

The school is situated in pleasant surroundings and employs 28 staff. The staff team consists of established experienced colleagues and new staff. The small governing body is very supportive. Visitors and stakeholders comment on the positive and welcoming ethos.

The Acorns School serves the West Lancashire district and occasionally pupils from outside that area. The school is commissioned by the local authority to provide an education for the following categories: pupils attend the school as a result of permanent exclusion or for medical needs on the advice of a hospital consultant or CAMHS professional. The school is commissioned by local mainstream secondary schools to support pupils who may be at risk of exclusion or who are having difficulties in school for a variety of reasons. Acorns also takes young people on roll who are unable to access a mainstream school for other reasons and this usually includes being new to the area or pupils in year 11 unable to find a school place. Throughout the year, the pupil roll increases and groups are subject to change. Some pupils present with challenging behaviour and complex needs. Some pupils are looked after by foster carers or the local authority. The school works closely with early help and children’s social care services and other agencies.

Ideal applicants would need to be positive, flexible, resilient, easily adaptable to change, good team players always willing to support colleagues and share expertise and have a good sense of humour.

If you believe you have the right skills and mind-set please do not hesitate to apply indicating how your strengths can assist the school in moving forward. CPD is given the highest priority and new staff are mentored by established colleagues.

It is strongly advised that you visit the school as you will be able to see its clear strengths and facilities. Please contact Debbie Williams, School Business Manager to arrange to visit. The post is subject to enhanced DBS checks. The Acorns School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Closing date – 06.03.25 5.00pm

Shortlisting date – 06.03.25

Proposed Interview date – 12.03.25