



St Michael's Church of England High School
A Church of England Academy

Growing in Body, Mind and Spirit

Attendance Officer



Candidate Information

Welcome

Thank you for your interest in the position of Attendance Officer currently being advertised at St Michael's CE High School, a Church of England Academy.

Our Vision and Christian Ethos

ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

A BRIEF SUMMARY OF OUR CHRISTIAN VISION




Our motto is **'Therefore choose [life]'** from Deuteronomy.

We understand this to mean growing in **body, mind and spirit**, so that all who learn and work here may **flourish**, experiencing the joy and hope of **'Life in all its fullness'**.

This is further explained in our Mission Statement,

*'As a vibrant learning community
we choose to serve God,
pursue excellence
and celebrate the uniqueness of each individual.'*

We aim to achieve this mission through a Christian learning experience which focuses on opportunities for growth in body, mind and spirit:-

	The safety, happiness and wellbeing of pupils is paramount. At St Michael's it's not just that 'every child matter's' but more crucially, that they know that they matter.
	High expectations and aspirations in all areas of school life create a disciplined and ordered learning environment. Our ambitious, knowledge rich and carefully sequenced curriculum, combined with evidence informed pedagogical approaches, creativity and enthusiasm help to engender a life-long zest for learning and secure excellent pupil outcomes.
	Pupils are supported to find for themselves the person that they aspire to be, the person that God wants them to be and really experience the joy and hope of 'life in all its fullness'. (John 10:10)

We hope that through opportunities to grow in body, mind and spirit our young people and staff will flourish.

As a thriving, oversubscribed Church of England Academy within the Diocese of Blackburn, our values are rooted in the Christian faith. Serving God, pursuing excellence and celebrating the uniqueness of each individual are at the heart of our distinctive ethos. We create and sustain our caring Christian community by encouraging positive supporting relationships based on Christian values and striking a genuine balance between the highest academic standards and opportunities for personal development and spiritual growth.

Worship is at the heart of our school life and is led by various staff, the Christian Youth Worker and/or pupils, with occasional support from local clergy or visitors. The school Chapel Choir (Hughes Tutorial) and the use of The Arts help to create a contemporary vibrant experience. Each day begins with a year group worship, assemblies and school prayers. In addition, we hold Eucharist services in the school chapel throughout the year both at the start of the day and at lunchtimes during Advent and Lent. These services are led by various members of the local clergy who are always willing to support the school.

The chapel in the magnificent Armstrong Centre is also used for staff prayers and reflections. We hope that the school's distinctive Christian ethos shines through in all aspects of our life and work here. Our belief and vision at St Michael's is based on a shared understanding that education is about much more than qualifications and success in pupil outcomes, as essential as they are. Educating for Spiritual growth acknowledges that we should focus on more than the development of a physical body and mind and embrace the opportunity to reach into the heart and soul of our young people too. This growth cannot be measured in league tables or statistics, although academic success might be the visible fruit of this growth.

Pupil Outcomes

We are a high achieving school committed to the pursuit of academic excellence; in 2025 34.2% of all GCSE results were grade 7 or above, with 90.7% of pupils achieving grade 4 or above in both English and maths, and attainment 8 at 58.87 (equivalent to an average grade 6 in all subjects).

The school is consistently in the top 10% of non-selective schools nationally for pupil attainment and the top 20% for progress. (SSAT)

Although these high academic standards have been sustained for many years there is no sense of complacency. We are confident that our pupils are provided with a rigorous and productive learning environment where they are both challenged and supported. Pupils who leave St Michael's are confident, articulate, resilient and well prepared for college, university, apprenticeships and their next steps. Details of our curriculum offer is available on the website.

Personal and Spiritual Development

All staff take responsibility for behaviour and wellbeing around school on a day-to-day basis and model the qualities and Christian values we believe are important for children and adults to flourish.

The school has a unique, highly acclaimed and multi-faceted programme of Personal Development. This includes a Character and Spiritual Education lesson in Year 7, a planned assembly programme, fully resourced and planned programme of Personal and Spiritual

Development (PSHEE) lessons led by tutors, and a highly acclaimed Curriculum Enrichment Programme in Year 9 which facilitates extensive links with organisations in the local community and provides all of our young people the opportunity to achieve the Duke of Edinburgh Bronze Award.

The school has recently been accredited with Global Neighbours Award Gold (2025), and reaccredited with Holocaust Beacon Award (2024) and the RE Quality Mark Gold (2023).

We have numerous pupil leadership roles within school and an active social action committee. Each year group is usually linked to a particular charity. However, for the last two years we have embarked on a whole school project raising over £65,000 for our Zambia '24 Appeal. There is an extensive array of wider-curricular activities. Our biennial school production is always a truly uplifting, inspirational experience and our trophy cabinet is testament to the school's excellent success in numerous sports.

Staff

The team of staff at St Michael's is exceptional and fully committed to enabling every young person in our community to flourish and embrace the myriad of opportunities available. All staff teach their subject specialism and have been supported in enhancing their practice through research informed pedagogical approaches to learning and teaching. Outstanding care and support is provided to pupils and staff in line with our Christian ethos. The large number of support staff are also an essential part of 'Team St Michael's' in helping to secure our vision and high expectations.

The school provides an excellent professional development programme, combining in-house whole school training, specialised training appropriate to career stage, in addition to external courses and conferences. The school has over 20 staff following various NPQs all with the Church of England. The school really does benefit from the commitment and dedication of its highly skilled staff and leadership team.

I hope the information provided on our website gives you a clear flavour of our ethos, of what to expect at St Michael's and also helps you to prepare for the application process.

I look forward to receiving your application.



Mrs Rachel Rongong
Headteacher

Letter from the Chair of Governors



Thank you for requesting details for the post of Attendance Officer at St Michael's Church of England High School.

An extensive range of information about the school is available on the website. However, the governors are proud to emphasise the 'excellent' SIAMS inspection in November 2018, our super Ofsted report, November 2022 and our Holocaust Beacon School status (renewed April 2024). These were achieved by a whole school community approach of teachers, support staff, pupils, parents/carers and governors working together.

The strong academic, sport, and performing arts record is supported by the active Christian ethos apparent throughout the school; providing the opportunity for pupils to grow in body, mind and spirit. Staff focus on continually raising attainment, encouraged by inspiring, experienced, forward-thinking leadership and management.

Thank you for your interest and I look forward to hearing from you.

Yours sincerely
Mr C M Metcalfe
Chair of Governors



Letter from the Head Girl and Head Boy

We really appreciate your interest in the role of Attendance Officer at our school. St Michael's is a fantastic school with exceptionally high standards, allowing pupils to develop both academically, physically, socially and spiritually.

'Team St Michael's' is a phrase used regularly within our school life. The 'team' encompasses parents/carers, pupils, staff and governors, who all work closely together allowing pupils to flourish. This 'team' helps create a strong pupil teacher relationship based on mutual respect and a sense of Koinonia. Exceptional examination results already demonstrate that this is in place.

Christianity is at the heart of all that happens at St Michael's. 'Growing in body, mind and spirit' is the school's philosophy. At St Michael's, pupils' faith in Christianity is developed and encouraged. Each year group has a weekly worship, tutorial worship and prayers every morning and Christian values are embedded within lessons, helping to produce a supportive, compassionate environment.

St Michael's really is a fantastic place to learn. Pupils experience engaging and productive lessons, which challenge and support us.

'Celebrating the uniqueness of each individual' is another key focus, which is already well integrated into school life. We hope the member of staff appointed will be passionate and enthusiastic and willing to go the extra mile to support us in all that we do.

Yours sincerely
Evelyn and James
(Head Girl and Head Boy 2025-26)





Application Process and Information

Attendance Officer

Permanent post required from September 2025.

Term time only plus 1 week (31 hours per week)

Grade 5, point 6-11 £25,989 to £28,142

Pro-rata £18,896 to £20,461

Closing Date for Applications: Tuesday 9th September 2025

Interviews: Friday 12th September 2025

Start Date: September 2025

Applicants are asked to provide a fully completed application form and a supporting letter (no longer than 2 sides of A4 in length in Arial point 12) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the job description and person specification).

Applications should be returned by email to: vacancies@saint-michaels.lancs.sch.uk by **9.00am on Tuesday 9th September 2025.**

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and





Person Specification/Selection Criteria Attendance Officer

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

Person Specification

Section A Qualifications, Experience and Professional Development

Training and Qualifications		
5 GCSEs at C or above or equivalent, including Maths and English	E	A
Educated to GCE A level or equivalent	D	A
Qualification in relevant children's services e.g. Diploma in Social Work, Level 4 NVQ, Teaching or Youth Work	D	A
Educated to Degree level or equivalent	D	A

Professional Development and Experience

Experience of working with children/young people and/or families within an education or social work setting	D	A/I
Working with a Management information system i.e. SIMs, Synergy	D	A/I
Committed to further professional development and training	E	A/I

Section B Professional Knowledge, Skills and Understanding

Emotionally intelligent	E	A/I
Excellent listening and interpersonal skills with an ability to communicate/engage with a range of people	E	A/I
Ability to provide clear professional advice to parents/carers, school staff and other professionals on matters relating to attendance	E	A/I
Ability to work effectively as part of a team, but with the initiative to work independently	E	A/I
Ability to prioritise, work flexibly and under pressure	E	A/I
Resilience and ability to manage and prioritise workload	E	A/I
Ability to prepare and present reports for different stakeholders	E	A/I
Excellent organisational and time management skills	E	A/I
Excellent ICT Skills	D	A/I
Ability to demonstrate a commitment to the Equal Opportunities policies in practical terms in the context of service delivery, employment issues and commitment to customer care practices	E	I

Section C Personal Skills and Attributes

Fully supportive of the Christian ethos of the school	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Enhanced DBS Disclosure will be required	E	A/I
Ability to maintain confidentiality and discretion at all times.	E	A/I
Driving licence and car	D	A
Smart appearance in accordance with the school dress code	E	I

Section D: Confidential References and Reports

Positive and supportive faith reference from the priest/minister where the applicant regularly worships	D
Positive recommendation from all referees, including current employer	E

KEY

E = Essential

D = Desirable

A = Application

I = Interview

R = References

The role and responsibilities may evolve over time in accordance with the grade of the post. As a vibrant and successful school there are many demands on time, so flexibility and the ability to work under pressure are essential skills for this post; although you will benefit from working alongside supportive colleagues in a well-established team.

This post may involve occasional work beyond school hours in support of school events/meetings such as Parent Consultation Evenings, Open Evening, School Improvement meetings, Pupil Manager meetings.



Job Description Attendance Officer

Line Manager: Pupil Engagement Coordinator Wellbeing and (Senior Leader Wellbeing / Deputy Headteacher)

Our mission statement:

*As a vibrant learning community we choose to
Serve God
Pursue Excellence
and
Celebrate the uniqueness of each individual*

The Attendance Officer principal responsibilities are:

To provide support to the wellbeing team to ensure that all colleagues are able to support pupils to grow in body, mind and spirit and to flourish.

To ensure the school's compliance with statutory requirements in relation to attendance.

Promote and support high levels of attendance for all pupils/ groups of learners.

Promote a positive attendance and punctuality culture.

Reduce levels of absence.

Attendance Monitoring

- To be responsible for the process of registering pupils at am and pm registration.
- To oversee school procedure of 'first day contact' calls
- To code the reasons for absence e.g. exams, educational visits, sports events, medical appointments, etc. in a timely manner
- To update the Synergy system daily with information regarding pupil absence for the attention of Tutors, Pupil Managers, Pupil Engagement Coordinator Wellbeing(PEC) and the Senior Leader and Deputy Headteacher wellbeing.
- To produce the required paper registers for such events as an emergency evacuation.
- To administer the 'leave of absence process' under the direction of the Headteacher
- To monitor the attendance of groups of learners and liaise with appropriate staff
- To monitor and track punctuality and patterns of lateness by groups of learners
- To collate and monitor the details of pupils who are working including those who are absent on entertainment licences, liaising with parents as appropriate.

Attendance Analysis and Celebrating Success

- To monitor, track and analyse attendance, patterns of absence and punctuality by groups of learners
- To produce daily, weekly and termly reports on attendance, absence and punctuality for Tutors, the Wellbeing Team, SLT and Governors
- To ensure the attendance noticeboard is updated weekly and to recognise outstanding attendance through issuing attendance certificates
- To keep up to date with the latest strategies to maintain excellent attendance and disseminate best practice to colleagues.
- To provide attendance data as requested e.g. School Census, County Persistent Absence requests

Attendance Intervention

- To identify and work with individuals and groups of pupils/ parents/ carers to improve levels of attendance, particularly with those not meeting our threshold expectations
- To liaise with the designated teacher and external agencies regarding the attendance of Looked After Children
- To seek the necessary medical evidence as appropriate from parents/ carers
- To meet with pupils, parents/carers and other colleagues to establish reasons for poor attendance and create action plans, including appropriate strategies and timescales, to tackle and resolve attendance issues.
- To ensure timely communications to parents and carers in relation to all aspects of attendance
- To undertake home visits in line with the School Home Visit Policy.

Attendance Other:

- To ensure the Attendance Policy and attendance procedures fulfil statutory responsibilities
- To issue penalty notices where appropriate ensuring appropriate lines of communication
- To be proactive in using school communication, management and ICT systems (School Synergy) to improve the efficiency and effectiveness of attendance tracking and reporting to all stakeholders
- Attend, actively contribute to and feedback from attendance meetings and courses, taking responsibility for implementing more efficient procedures/ ideas as appropriate
- To update the FSM record weekly using information from the Schools Portal

Administrative/Teacher/Pupil Support

- To offer additional support and capacity to the administrative team e.g. filing/photocopying and routine reprographics, email and associated administration and assisting designated first aiders as required.

School

- To appreciate the highly confidential nature of this role ensuring compliance with the schools safeguarding procedures.
- To work within school and national policies and procedures including GDPR guidelines, equal opportunities and the equalities act.
- To contribute to the provision of an effective environment for learning
- To support the school's Christian Ethos
- To support the promotion of positive relationships with staff, pupils, parents/carers and outside agencies
- To attend training and engage in the appraisal process.
- To be responsible for the health and safety of themselves and others in accordance with the health and safety policy
- To comply with all safeguarding

Note: In addition, other duties at the same responsibility level may be interchanged with/added to this job description.





Therefore, choose

St Michael's C.E. High School
A Church of England Academy
Chorley
Lancashire
PR7 1RS
www.saint-michaels.com