

#EMATters



East Midlands
Academy Trust

Application Pack
Multi-Site
Attendance Officer

“Every child deserves to
be the best they can be”


East Midlands
Academy Trust

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



Post Description:	
Post title:	Multi Site Attendance Officer
Responsible to:	Head of Inclusion
Liaising with:	Internal and External Visitors, SLT, attendance and safeguarding teams
Pay range:	EMAT 2 £23,395.99
Contract terms:	Permanent

Job Purpose

To provide a specialist, trust-wide attendance service across multiple academies and all key stages, supporting schools in meeting statutory obligations and attendance targets.

The role focuses on:

- Promoting high levels of attendance and punctuality across the Trust
- Identifying and addressing persistent absence
- Working collaboratively with academies, families and external partners
- Ensuring a consistent and effective attendance approach across all settings

Responsibilities include:

Trust wide Attendance Support

- Deliver a consistent attendance service across multiple academies, adapting practice to suit different contexts (e.g. EYFS, primary, secondary, alternative provision).
- Monitor, analyse and report attendance data across schools to identify trends, vulnerable groups and priority cohorts.
- Ensure compliance with statutory guidance and trust policies in relation to attendance.
- Share best practice and contribute to the development of trust-wide attendance strategies.

Support for Students and Parents/Carers:

- Act as a key point of contact for attendance matters across allocated academies.
- Work directly with pupils and families to identify barriers to attendance, including undertaking home visits where appropriate.
- Develop and implement individual attendance improvement plans with clear targets and review points.
- Track attendance for key groups (e.g. SEND, disadvantaged pupils, vulnerable learners, specific cohorts across key stages).
- Provide advice, guidance and challenge to parents/carers regarding their legal responsibilities for school attendance.
- Signpost and coordinate support from relevant services and agencies.

Support for Teachers and School:

- Work in partnership with academy leaders, pastoral teams and safeguarding leads across multiple sites.
- Advise academies on strategies to improve attendance and embed good practice.
- Support schools in implementing attendance systems, processes and interventions.
- Ensure all unexplained absences are followed up promptly and appropriately.
- Contribute to the development and delivery of attendance initiatives and campaigns across the Trust.
- Undertake all duties in line with safeguarding and child protection procedures.

- Escalate concerns appropriately, including referrals (e.g. MASH) where required.
- Support and, where appropriate, lead on legal interventions relating to non-attendance, including:
 - Penalty notices
 - Attendance prosecutions
 - Preparation of case files and statements
 - Attendance at court or multi-agency meetings
- Work collaboratively with external partners including local authorities, police, health, housing and social care services.
- Use Trust and school MIS systems (e.g. SIMS, Arbor or equivalent) to:
 - Monitor attendance daily
 - Identify trends and areas of concern
 - Produce reports for academy and trust leaders
- Maintain accurate, confidential and up-to-date records of all interventions.
- Provide timely reports and analysis to support decision-making at school and trust level.
- Work flexibly across a number of academy sites within the Trust.
- Travel between locations as required to support pupils, families and schools.
- Ensure a consistent, high-quality service across all settings while responding to local needs.

General Requirements:

- Demonstrate flexibility, adaptability and initiative in a fast-paced, multi-site role.
- Maintain high levels of professionalism, confidentiality and organisation.
- Attend meetings across the Trust, including occasional work outside normal hours.
- Comply with Trust policies including:
 - Safeguarding
 - Health & Safety
 - Data Protection
 - Equality, diversity and inclusion
- Actively promote and safeguard the welfare of all children and young people.

Attribute	Essential	Desirable
Qualifications and training	• GCSE English and Maths	• First Aid training • Safeguarding training
Experience	• Working in a similar environment • Ability to use Microsoft office, including Word and Excel.	• Working and communicating with students, staff and external agencies. • Experience in the use of Arbor.
Knowledge and skills	• Safeguarding policies and procedures. • Excellent communication skills both written and verbal. • Excellent organisational skills. • Excellent time management. • Ability to prioritise within a fast-paced environment.	• The roles played by various adults in a student's education. • Monitor, record and make basic assessments about individual progress.
Personal qualities	• Ability to work with a range of individuals both internally and externally.	

	• Well organised. • Reliability and punctuality. • Able to maintain the highest labels of confidentiality. • Willingness to work flexible hours on occasion. • Willingness to maintain confidentiality on school matters. • Willingness to be involved in internal and external meetings. • Supportive of the ethos of the trust and school.	
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Compiled by:	Revision Number
Approved by:	Revision Date __/__/__

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

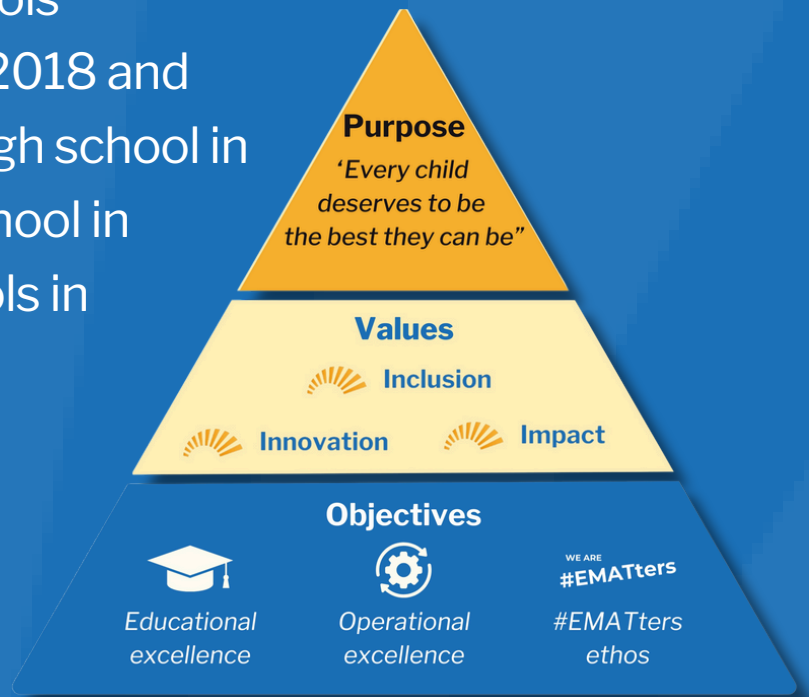
Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

