

# Our Lady Queen of Peace

Catholic Engineering College



## **Application Pack**

Attendance Officer

June 2025

**Letter to Applicants**

Dear Applicant

Thank you for expressing an interest in our post of Attendance Officer at Our Lady Queen of Peace Catholic Engineering College. Our Lady Queen of Peace is a fully inclusive Catholic school in Skelmersdale. We warmly welcome students of all abilities and backgrounds.

Our Lady Queen of Peace Catholic Engineering College is a very special Catholic community, in the heart of Skelmersdale, where everyone works hard to ensure that our young people receive an education in an environment where they are cared for, and where they can fully develop and thrive.

Our Mission Statement 'In Christ We Grow' recognises that gospel values are at the centre of every aspect of school life. Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

Our Lady Queen of Peace is looking for an Attendance Officer who:

- Embraces the Catholic Mission and Ethos of the school
- Is passionate about working with young people
- Will support the education, personal and social development of pupils
- Will work collaboratively with class teachers
- Is a good communicator
- Is ambitious and highly aspirational for students
- Wants to forge strong relationships with students of all abilities and backgrounds
- Will inspire students to work hard and achieve their best despite any personal difficulties they may be experiencing
- Cares deeply for the vulnerable and disadvantaged
- Has high standards and expectations
- Wants to make a huge difference to the lives of our young people

The school is on a journey of rapid improvement and has an exciting future. It will provide the training and support needed and the opportunity for you to develop your skills successfully. You will be a valued member of the staff team and we look forward to receiving your application.

If you wish to visit the school in advance, please contact the HR Manager Mrs N. Barber via email: [n.barber@olqp.lancs.sch.uk](mailto:n.barber@olqp.lancs.sch.uk). You will be made very welcome.

The closing date for the return of completed application forms is **9.00am on Friday 13<sup>th</sup> June 2025**. Only shortlisted applicants will be contacted. **Please note, interviews will take place on the afternoon of Tuesday 17<sup>th</sup> June 2025**. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

Kind regards  
Mrs. M Henshaw  
Headteacher

## Job Description

### Mission Statement

*In Christ We Grow*

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

<b>Salary</b>	Grade 5, point 6 – 11 (£25,183 - £27,269) pro rata <i>Actual salary £21,914 - £23,729</i>
<b>Required</b>	September 2025 or sooner
<b>Contract</b>	Permanent
<b>Hours of Work</b>	37 hours per week, Term Time plus 1 week  <i>(A degree of flexibility in working hours may occasionally be required by negotiation between the hours of 7:30 a.m. and 5.30 p.m.)</i>

### Job Overview:

The post holder is expected to be professional at all times and offer a welcoming voice and presence to visitors, students and staff. All queries, no matter how small, must be responded to with a sense of urgency and respect. Confidentiality must be maintained at all times and the post holder must ensure data protection and uphold a calm and positive disposition in recognition of the open office environment.

The postholder will often be the first point of contact for parents to the school and as such will be expected to demonstrate excellent communication skills, patience, professionalism, tact, integrity and competence. Flexibility, enthusiasm and a commitment to the school community are vital.

## Duties & Responsibilities:

- To represent the school in a professional manner and provide excellent service to our internal and external visitors.
- Make all calls relating to attendance, including for children going home ill or for any other reason.
- Call for First Aid and ensure children treated in the Student Reception area. The Attendance Officer should make a decision about an ill child, on whether the child should stay in school or should go home, and should contact the parents and Learning Manager to inform.
- Input data into attendance modules, ensuring that all attendance data is accurate and up-to-date.
- Children attending school at alternative times (e.g. internal exclusion/personalised timetables) are to wait in Student Reception until collected/escorted. These children should be registered by the Attendance Officer.
- Any child who has permission to leave early should sign out with the Attendance Officer. This list must be authorised by the Head of Year or SLT and checked regularly by the Assistant Headteacher for Attendance.
- Implement daily, and evaluate termly, the effectiveness of the school's attendance policy.
- Ensure all registers are completed by 8.40 a.m. and chase up any incomplete registers. Inform SLT for Attendance of any issues with non-completion of registers and this will be followed up by SLT.
- Generate a list of absent children and check the accuracy of the list before contacting parents/carers.
- Cross-check attendance data and follow-up non-return of registers
- Inform parents/carers if children are absent from school and follow-up absences by 09:15 a.m. Contact parents for all unexplained absences.
- Maintain manual and electronic recording systems for all absences.
- Act as first point of contact for children arriving late for school and provide lists to Learning Managers so that they can arrange detentions.
- Provide attendance summary sheets and attend PTEs as requested.
- Develop links with families who are transferring to the school to promote the school ethos of attendance, in particular Y6 induction and any transient children.
- Co-ordinate the preparation of reports on attendance for the SLT and Governing Body; ensure maintenance of accurate and factual records which may be requested as evidence for legal interventions.
- Provide weekly reports to Head of Years and Form Tutors on attendance and punctuality. This data should include whole-school figures, year group figures and Tutor Group figures.
- Liaise with the Head of Year where patterns of broken attendance emerge or concerns arise which may need home school liaison intervention.
- Liaise with SLT for attendance, Subject Leaders, Head of Year and Form Tutors to ensure a clear link through attendance and achievement. Provide certificates and statements of recognition for attendance improvement and children exceeding the school's target for attendance.
- Complete termly DfE/LA reports and submit to the Assistant Headteacher i/c Attendance for checking.
- Provide accurate data for school SEF as requested.
- Liaise with SLT for Attendance and Admissions regarding any changes to students' data and learners moving into or out of school.

- Maintain a record of learners on out-of-school provision and liaise with providers regarding attendance.
- To support the administration of behaviour tracking when needed.
- Complete First Aid training and administer First Aid, as required.
- To deal with queries and provide information and advice about the school and school activities for parent, pupils and visitors in person, by telephone and by e-mail.
- General welfare support, where required, including liaison with staff and parents.
- Contribute to the duty rotas at unstructured times as required

**Additional Responsibilities:**

- Support school events, e.g. Induction Day, Open Evening, etc.
- Attending appropriate training courses and take responsibility for personal professional development opportunities.
- Maintaining good order in the office and Student Reception area.
- Ensure that high standards of Health and Safety are maintained in the workplace.
- Any other duties appropriate to the grade at the request of the Headteacher and SLT.
- Assisting in the absence of any other associate staff as directed by the Headteacher or Line Manager.
- To adhere to all school policies and procedures.

**Note:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified and other duties, at no higher a responsibility level, may be interchanged with/added to this list at any time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.

### Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable</li> <li>Level 2 or equivalent qualification in English/Literacy and Mathematics/ Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>GCSEs including Maths &amp; English or equivalent</li> <li>Additional qualifications</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an administration or service based role</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children or in an educational setting</li> <li>Experience of working with Reprographics equipment</li> <li>Experience of ParentPay online payments</li> <li>Experience of ParentMail electronic communication platform</li> <li>Experience of Capita SIMS</li> </ul>	Application Form
<b>Skills, Knowledge and Aptitudes</b>	<ul style="list-style-type: none"> <li>Computer literate</li> <li>Knowledge of Windows computer systems and software e.g. Microsoft Office</li> <li>Administrative skills</li> <li>Ability to learn new IT systems</li> <li>Ability to relate well to children</li> <li>Ability to relate well to parents/carers</li> <li>Ability to work unsupervised</li> <li>Time management skills</li> <li>Organisational skills</li> </ul>		Application Form References Interview
<b>Approach to Work</b>	<ul style="list-style-type: none"> <li>Flexibility</li> <li>Adaptable in performing a variety of tasks and roles</li> <li>Be receptive to change</li> <li>Teamwork</li> <li>Initiative</li> <li>Genuine interest in the education of young people</li> <li>Excellent attendance and punctuality</li> <li>Prepared to take every opportunity to further professional development</li> </ul>		Application Form References Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Excellent communication and literacy skills</li> <li>Enthusiasm</li> <li>Reliability</li> <li>Integrity</li> <li>Tact</li> <li>Patience</li> <li>Excellent interpersonal &amp; communication skills</li> <li>Good sense of humour</li> <li>Capacity for hard work and resilient</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with learners</li> <li>Committed to supporting the Catholic ethos</li> <li>Commitment to safeguarding and protecting the welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>Practising Catholic</li> </ul>	Application form Interview References Task

# Our Lady Queen of Peace

## Attendance Officer **Appointment Process**

Number of Roll : 854

Please visit our website [www.olqp.org.uk](http://www.olqp.org.uk) for more information about the school.

**Closing date for applications: 9.00am on Friday 13<sup>th</sup> June 2025**

**Interviews: Tuesday 17<sup>th</sup> June 2025**

Applicants are asked to provide a completed application form including a supporting statement detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification.

Governors prefer applications to be returned by email to Mrs N. Barber  
[n.barber@olqp.lancs.sch.uk](mailto:n.barber@olqp.lancs.sch.uk)

Please note: Receipt of an application will be acknowledged by email. Only successful applicants will be contacted. It is our policy to take up references for shortlisted applicants from their present school. It would assist this process if you are able to provide email addresses for all referees on your application form. 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 attendance at work checks will be requested.

If you have any questions regarding the application process, please contact us via the details below:

Our Lady Queen of Peace Catholic Engineering College  
Glenburn Road  
Skelmersdale  
Lancashire  
WN8 6JW

Tel : 01695 725635  
Email : [n.barber@olqp.lancs.sch.uk](mailto:n.barber@olqp.lancs.sch.uk)  
Website: [www.olqp.org.uk](http://www.olqp.org.uk)

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