



Co-op Academy  
Grange

# **Attendance Officer Candidate Pack**

**June 2025**

## Welcome

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

Our vision at Coop Academy Grange is that ***'We make 'Grange Great' by accelerating the development of our children towards their potential in everything we do.'*** This vision drives all of the decisions that we make and all of the work that we do day in and day out for our community.

We are an incredibly diverse school with multiple languages spoken by our students, families and staff. We feel that we do reflect the community that we serve and we are passionate about delivering an inclusive school for our students, both within the curricular lessons as well as the experiences that we offer outside of this.

We are an academy on a journey and if you feel that you want to join us on our journey then I would invite you to explore the information within our pack and on our website to get a true understanding of Coop Academy Grange.

If you feel you want to be a part of our journey and can bring the passion and drive needed to really support our students to become the best they can be, then please contact us to arrange a visit or discuss our vacancy.

I look forward to hearing from you as you embark on your journey with us towards delivering the excellent education that our community deserves.

Best wishes,

Sam Moncaster | Headteacher



# Our Co-op Academies Trust

**Dear Applicant,**

**Thank you for showing interest in our academy and our Trust.**

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

**Best wishes,**

**Dr Chris Tomlinson** | Chief Executive Officer

# Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

**Self-help** – we support learners, parents, carers and staff to help themselves

**Self-responsibility** – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

**Democracy** – we give our learners, parents, carers and staff a say in the way we run our schools

**Equality** – we believe that the voice of each individual should be heard

**Equity** – we run our schools in a way that is fair and unbiased

**Solidarity** – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

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We strive to demonstrate the following ethical values in everything we do:

**Openness** – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

**Honesty** – we act in a professional and respectful manner in our dealings with everyone

**Social responsibility** – we maximise our impact on the people in our communities while minimising our footprint on the world

**Caring for others** – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

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We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# Job Description and Person Specification

## Attendance Officer

Salary / grade range	Level 3 SCP 7 – 11 - £22,005 - £23,454 (actual salary) Term Time only
Location	Co-op Academy Grange
Reports to	Attendance Manager

### Purpose of role:

To support the overarching aim of improving student attendance by being a member of the Attendance Team providing a comprehensive administrative service within the team.

### Key accountabilities (and specific duties / responsibilities):

To be an effective member of the Attendance Team contributing to overall school improvement.

General administrative and clerical duties as directed by the Attendance Manager- tasks including but not limited to:

- Input of accurate student data including attendance, unauthorised absence, punctuality, sickness related and truancy to ensure data is up to date
- Supply and evaluate attendance data to the deputy headteacher as requested
- Supply data to year leaders and pastoral managers around specific cohorts and issues identified
- Sign students in and out of the building
- Inputting register information accurately
- Report trends in data inputted to the line manager.
- Follow Trust and school policies around school attendance
- Challenge student attendance through effective working with parents directly on the telephone and in person
- Undertake home visits for targeted students
- Responsible for tracking and monitoring of key cohorts of students
- Counsel and support students for whom attendance is a barrier to learning.
- Identify and report safeguarding concerns linked to attendance to the safeguarding team
- Deal with immediate concerns, problems or emergencies that may arise with a student's attendance using school and Trust policies

### General:

- Contribute to Campus life and the overall vision, values and guiding principles of the Campus
- Attend and participate in training events and participate in project teams
- Attend and participate in regular meetings
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns
- To carry out any other reasonable requests as and when required
- Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve. Job descriptions will be reviewed with postholders and updated periodically to reflect this.

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Educated to NVQ Level 2 or equivalent (or have significant experience) including GCSE English and Maths (9 – 4) equivalent</li> <li>• Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role.</li> </ul>	A Level or equivalent	A/I
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of administration and record keeping in an office environment.</li> <li>• Experience in using Google Docs, Google Sheets and Google Slides</li> </ul>	Experience of working in a school environment and experience of working with databases and spreadsheets.  working knowledge of SIMS.	A/I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Ability to work with a variety of stakeholders including staff, pupils and parents/carers.</li> <li>• Excellent written and oral communication skills.</li> <li>• Fluency in English and additional languages, particularly Roma, Slovak, Czech, or Polish, is required to support our community-focused services</li> </ul>	Desirable	A/I

<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• High levels of integrity honesty and credibility.</li> <li>• Highly motivated, confident, 'can do' problem-solver and self-starter.</li> <li>• Team Player.</li> <li>• Resilience, flexibility and the ability to retain a sense of perspective.</li> </ul>		A/I
<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• An understanding of and commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>		
<b>Equality</b> <ul style="list-style-type: none"> <li>• A personal and professional commitment to equal opportunities, diversity and promoting good race relations</li> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying the Trust's Equal Rights policies and practices.</li> </ul>		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

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Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

## How to apply

All applications must be submitted the link: <https://www.grange.coopacademies.co.uk/vacancies>

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Human Resources at [recruitmentsg@coopacademies.co.uk](mailto:recruitmentsg@coopacademies.co.uk) in the first instance.

The closing date for applications is: **Wednesday 9th July 2025 at 9am.**

## Interview timetable

Interviews will take place on: **Monday 14th July 2025**

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*This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.*

### What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

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### Co-op Academy Grange,

Haycliffe Lane, Bradford, BD5 9ET

[grange.coopacademies.co.uk](http://grange.coopacademies.co.uk)

Telephone: 01274 779662

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