Candidate brief for the position of

Attendance Officer– Chislehurst School for Girls

Application Deadline: 9am on 19th November 2026

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Chislehurst School for Girls
is part of Lumero Educational Trust



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Chislehurst School for Girls, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration,** and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available as soon as possible and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

Terry Millar
Chief Executive

Our Schools

BIGGIN HILL
PRIMARY SCHOOL

BULLERS WOOD
SCHOOL FOR BOYS

BULLERS WOOD
SCHOOL FOR GIRLS

CHARLES DARWIN
SCHOOL

CHELSFIELD
PRIMARY SCHOOL

CHISLEHURST
SCHOOL FOR GIRLS

DARRICK WOOD
JUNIOR SCHOOL

GREEN STREET GREEN
PRIMARY SCHOOL

THE HIGHWAY
PRIMARY SCHOOL

ORCHARD WAY
PRIMARY SCHOOL

TUBBENDEN
PRIMARY SCHOOL

PRATTS BOTTOM
PRIMARY SCHOOL

Chislehurst School for Girls

Chislehurst School for Girls is a happy and highly successful place of learning for girls aged 11-18, and boys 16- 18 where students have every opportunity to excel academically, flourish personally and reach their full potential.

We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.
We are proud of our young men and women and committed to enriching their school experience and ensuring that they thrive and reach their full potential. A spirit of charity, social justice and global awareness is central to this.
We are a diverse and inclusive school community and welcome the enriching variety of backgrounds and traditions that all contribute to making Chislehurst School for Girls a wonderful place in which to both learn and work.

Values and vision

At Chislehurst School for Girls, we are passionate about supporting all of our students to develop their leadership characteristics and experience. Some of our students may go on to lead their own companies, schools, teams and departments, whilst others may lead in their community, and support others at home or around the world. Whatever their path or gifts, all of our young people will be equipped to become resilient leaders of tomorrow, with courage, integrity and ambition.
Chislehurst girls take centre stage, have their voices heard, create a culture of achievement and are empowered to become leaders. They develop greater confidence and are more willing to take risks and aim higher.

Ofsted report

“Teaching is predominantly good and some is outstanding. Students behave well, enjoy school and feel safe. Older students in particular have positive attitudes and value what the school has to offer. Exclusions are well-below average. The headteacher and senior staff provide ambitious leadership informed by a thorough knowledge of students’ starting points and progress. As a result, achievement and teaching are improving and students are well prepared for the next stage of their lives.”

Position Summary: Attendance Officer

REPORTS TO:	Assistant Headteacher
LOCATION:	Chislehurst, Kent
SALARY:	NJC 6 Point 16 Actual £29,046 (FTE £35,625)
HOURS:	33.75 hours a week 39 weeks a year
	Monday to Friday 8:00am to 3:15pm (including a 30mins unpaid break)
CONTRACT:	Permanent
START:	Immediately

We are seeking a highly organised, proactive, and committed Attendance Officer to join our dedicated pastoral team, a thriving secondary school committed to ensuring every student achieves their full potential.

Excellent attendance is fundamental to educational success, and this key role will support the school in promoting high levels of attendance, punctuality, and student engagement.

Chislehurst School for Girls, part of Lumero Educational Trust, is an aspirational place of learning for girls aged 11-18, and boys 16-18, where students have every opportunity to reach their full potential. We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

We are looking for a colleague who:

- Has excellent administrative, communication, and organisational skills
- Can build positive relationships with students, families, and staff
- Is confident using management information systems and Microsoft Office applications
- Has experience of working in a school, educational, or customer-facing environment (desirable)
- Can work accurately under pressure and maintain strict confidentiality
- Is committed to safeguarding and promoting the welfare of young people

In return we will offer you:

- A dedicated and supportive staff team
- Polite and welcoming children and families
- A working environment where everyone is valued and respected
- Excellent CPD within the school and across the Trust

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

Send all application forms to Mrs Edmunds (Trust HR Officer) at recruitment@chsfg.lumero.org or if you have any questions call 020 8300 3156 ext 1057.

No CVs and no agencies.

References will be requested for those shortlisted only and prior to the interview.

Only those shortlisted for interview will be contacted. We reserve the right to interview and appoint prior to the closing date. Early applications are encouraged.

Closing date for applications: 9am on 19th November 2026

Interview Dates: w/c 23rd November 2026

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description – Attendance Officer

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Job Purpose

To monitor and improve student attendance and punctuality by maintaining accurate records, following up absences, and working with students, parents/carers, and staff to address attendance concerns. To line manage Student Reception and two Attendance Assistants and work closely with the local authority education welfare services teams.

Main Duties and Responsibilities

Attendance Monitoring

- Monitor daily attendance registers and ensure all absences are correctly recorded, maintaining accurate records using the school MIS
- Ensuring that every student is accounted for each day
- Identify patterns of persistent absence or lateness
- Follow up missing or inaccurate registers
- Monitor/implement an efficient attendance tracker
- To work closely with Guidance Leaders

Communication with Parents and Students

- Make first-day absence calls to parents/carers.
- Contact families regarding unexplained absence or poor attendance.
- Arrange and attend meetings with parents and students where attendance concerns arise

Attendance Improvement

- Support targeted interventions for students with low attendance
- Work with Heads of Year, pastoral teams and safeguarding staff
- Overseeing lesson checks as required, providing information to School Leaders

- In collaboration with the Assistant Headteacher, and other School Leaders, take a lead role in the planning, development and use of the specialist ICT packages – e.g. electronic registration, SIMS In-Touch etc
- Promote a positive attendance and punctuality culture within the school

Data and Reporting

- Produce weekly and termly attendance reports
- Analyse attendance data and identify trends
- Provide data and reports to senior leadership and governors as requested.
- Provide data for celebration assemblies, speech days and other reward opportunities

Administrative Duties

- Maintain attendance databases
- Monitor attendance inbox and phone line
- Support the pastoral or admin team as required
- Authorise permissions to leave school once all necessary checks have been carried out by Student Reception

External Liaison

- Work and meet with the local authority education welfare services team and other external agencies as required
- Liaison with EWS in terms of referrals, Child Missing in Education procedures
- Keep an accurate log of events for the EWS and maintain a comprehensive filing system
- Prepare evidence for EWS to issues Fixed Penalty Notices e.g. unauthorised holidays
- Off-roll procedures, liaising with other boroughs and schools for safeguarding purposes
- Preparing for court action with EWS regarding individual cases
- Complete statutory returns relating to absence
- Undertake home visits where required
- To be a witness in court action if required

Alternative Provision

- To ensure students placed in alternative provision are attending regularly and to support and advise with necessary intervention by the providers
- To maintain accurate in-school registers
- To work with Welfare Call to provide attendance data for Looked After Students

Student Services

- Line-manage Student Reception
- To arrange cover for absence
- To arrange cover for daily lunch breaks
- Providing support as appropriate

Person Specification – Attendance Officer

Essential Criteria

- Strong administrative and organisational skills.
- Ability to analyse data and produce reports.
- Excellent communication skills with parents, staff and students
- Good IT skills
- Understanding of safeguarding and pupil wellbeing

Desirable Criteria

- Experience of working within a school/trust or education environment
- Experience of working with attendance systems (e.g., SIMS etc.)
- Knowledge of DfE attendance guidance and procedures
- Experience of conducting home visits or family engagement work

Additional Information

- This role requires an enhanced DBS check
- Training will be provided on site procedures, safeguarding, and health & safety
- All staff participate in the school policy of appraisal and staff development

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LET is committed to equality and diversity. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other protected characteristics.

We offer family friendly and flexible working arrangements.

Lumero Educational Trust

Registered Office:
St Nicolas Lane
Logs Hill
Chislehurst
Kent
BR7 5LJ

Tel: 020 8467 2280
Website: www.Lumerotrust.org