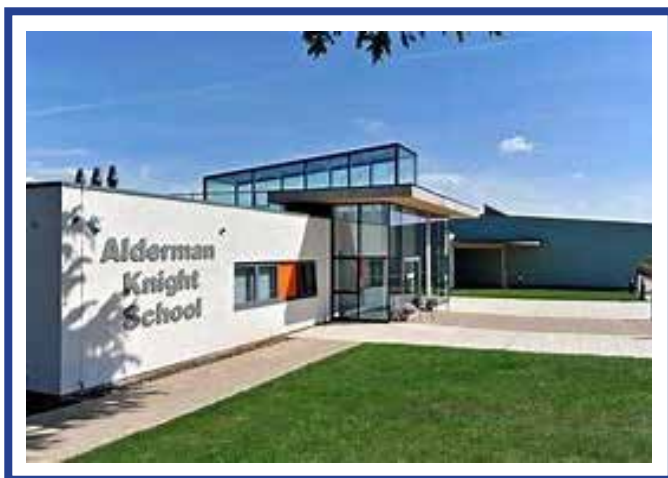


# Candidate Information Pack

## Data and Attendance Manager



**Alderman  
Knight**  
School



**Closing date - 24th April 2025**  
**Start date - As soon as possible**

# About our School

Alderman Knight School is located in Tewkesbury, Gloucestershire, just off Junction 9 of the M5.

We believe that Alderman Knight is a very special school with a unique approach. Whether you have worked in a mainstream or a specialist setting, we feel you'll find something truly special here.

## What makes us unique?

We have 242 pupils aged from 7 to 19 years, across KS2 to KS5, supported by 108 dedicated staff. Prior to joining us, our pupils attended mainstream settings. Our pupils are neurodiverse and have complex needs. All share a love for learning. In our purpose built environment, and supported by passionate and dedicated staff, they are able to achieve highly and every day they exceed their own and their families expectations.

In April 2024, we were delighted that Ofsted described us as an exceptional school. Ofsted highlighted our warm, calm, and productive atmosphere and our high expectations, recognising these as important factors contributing to our pupils' successes.

A recent visitor shared, "Being in your school reminded me why I became a teacher. I was deeply moved by the enthusiasm your pupils have for learning."

Across the phases we follow the National Curriculum and our curriculum mirrors a mainstream model. However, underpinning everything is a strong focus on developing effective communication and interaction skills and personal and social development.

Our secondary pupils are taught in specialist rooms with subject specialist staff. Many achieve a wide range of accreditations including GCSEs, supporting their transitions to further education, training or employment.

Alderman Knight is a great setting for staff looking for a fresh, rewarding challenge. You don't need special educational experience—many of our teaching assistants and teachers, including senior staff, have come from mainstream schools. What matters most is your passion for making a difference on a daily basis to our pupils.

Joining us means being part of a motivated, energetic team with high expectations of ourselves and our pupils. We provide plenty of opportunities for professional development, growth, and CPD.

If you feel you would like to be part of our team and could bring additional and different expertise as well as passion, enthusiasm and a desire to make a real difference to our community, we would welcome your application.

We are really proud of the opportunities offered to our pupils. If you would like to get more of a feel for the wide range of learning experiences across a school week, please take a look at our '[Celebratory News](#)'. Each week our tutor groups put together a slide of their week, to be shared with our school community and posted on our website.

You are also welcome to visit, please do email. [hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk)

Best wishes

Clare Steel

Clare Steel  
Headteacher





**Closing Date: 24th April 2025**

**Interview date: 2nd May 2025**

## **Data and Attendance Manager**

**Start date:** As soon as possible

**Salary:** Grade 7, points 21-25, (£32,115 to £35,235 per annum pro rata)

**Contract:** 35 Hours a week, in school, term time only plus 5 INSET days and 1 additional week.

To support the continued growth of the school, the Governors are looking to appoint a dedicated, experienced, confident Data and Attendance Manager to join our support staff team. The hours are 35 per week.

We are looking for someone who may be in a similar role or may be a confident and competent administrative manager who is able to oversee and lead on the use of the school's management information system and work with one of our Assistant Headteachers on the recording and monitoring of attendance. This is a superb and exciting opportunity for someone who is enthusiastic, has an excellent eye for detail and is looking for a rewarding role full.

The job description gives an overview of the main purpose of the role and the key areas of responsibilities. The person specification demonstrates the experience, knowledge and skills that we require for the post. Please also browse our website.

Obviously, a visit to our school and an opportunity to meet our children and staff is the best way to find out more about us and whether this could be the post for you. If you would like a visit to school, please contact [hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk) with your request.

The job description gives an overview of the main purpose of the role and the key areas of responsibilities. The person specification demonstrates the experience, knowledge and skills that will support you in this role.

### **In return for your commitment we can offer you:**

- **Commitment to well-being:** The school places great emphasis on the well-being of its staff, recognising individual needs and providing the necessary support for them to succeed in a rewarding environment.
- **Beautiful environment:** The school was designed specifically to meet the needs of our pupils, the building is fully accessible, bright, welcoming, and conducive to a positive learning and working environment for both pupils and staff.
- **Supportive atmosphere:** Staff members are part of a close-knit community that values teamwork and collaboration. The school fosters an inclusive and nurturing atmosphere, encouraging both personal and professional growth.
- **Professional Development:** Alderman Knight is committed to the ongoing development of its staff through continuous professional development (CPD), helping individuals build on their strengths and expand their skill sets.
- **An interesting and varied range of activities – no two days are the same!**
- **Opportunities** to be involved in the wider activities of the school and the local community.

## Additional Perks:

- Membership in either the Teachers' Pension Scheme or Local Government Pension Scheme (*role dependent.*)
- Health and wellbeing support including access to an Employee Assistance Programme.
- Convenient Location: Situated next to the M5 on the edge of the Cotswolds, the school is easily accessible and close to excellent shopping facilities and local amenities.
- On-site parking.
- Cycle-to-work scheme.

One of the great things about the school is that staff and governors are never content to just 'sit still'. Together with the local community and the Local Authority, we are continuing to look at ways we can further develop the school to ensure we always provide the very highest quality of support for all our young people and their families.

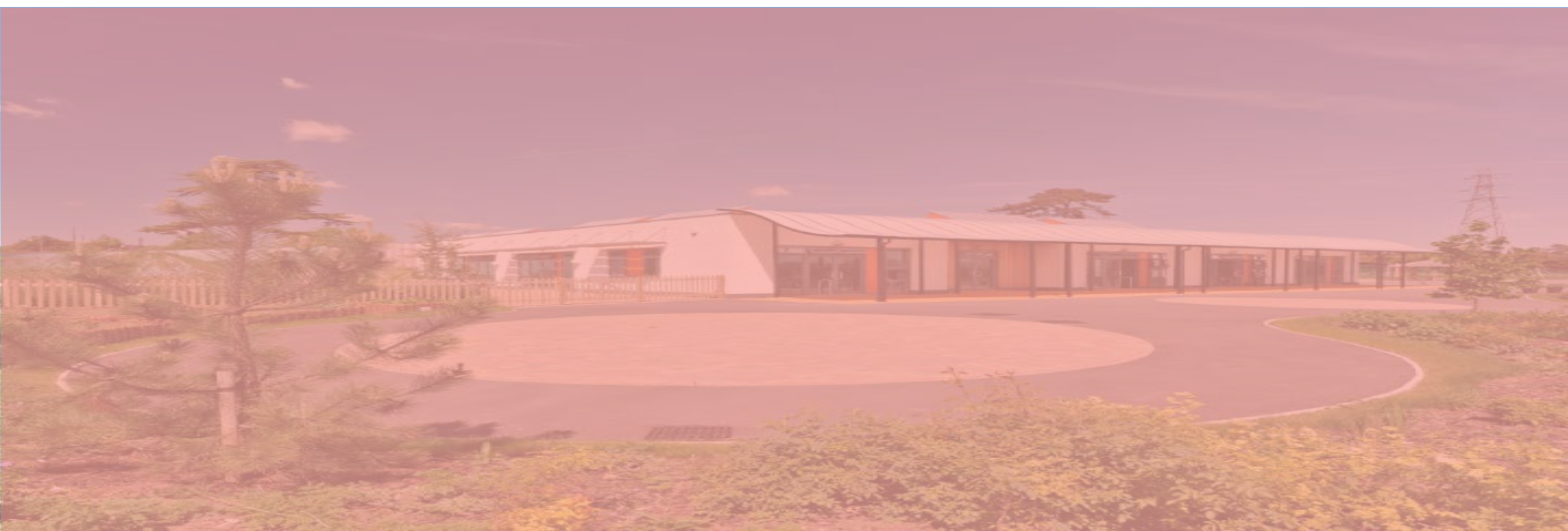
As part of the interview process short-listed candidates will have an opportunity to spend time in school. If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Your choice of referees should include your present or most recent Headteacher / Employer.

If you are selected for interview, we will request references prior to the interview. This could be both verbal and/ or written.

Please note Alderman Knight is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts will be subject to an Enhanced DBS check. It is now also a requirement for the school to carry out Social media checks on any person short listed for interview.

Copies of our Safeguarding and Safer Recruitment Policies can be found on the Vacancies page of our website for you to read.





# Job Description

Post title:	Data and Attendance Manager
Responsible to:	School Business Manager
Salary:	Grade 7, points 21-25, (£32,115 to £35,235 per annum pro rata)
Contract:	Permanent, 35 Hours a week, in school, term time only plus 5 INSET days and 1 additional week.

## Terms:

As detailed above the position is for 35 hours per week, in school, term time plus 5 INSET days and 1 additional week to be worked during the summer holiday to prepare for the new school year.

## Key Role

- Responsibility for the management of the schools' MIS (Arbor) for pupil data, producing and interpreting accurate reports for the Senior Leadership Team.
- To monitor and report on whole-school attendance data, analysing data to identify key areas of concern and referred appropriately where necessary.

## Data management:

To become the 'Arbor expert', leading its development ensuring that it is used to its full potential across the school. Including liaising with senior members of staff to agree and implement a roll out programme for all relevant modules.

## Strategic Management of Arbor System

Maintain the Arbor reports/entry screens by:

1. Identifying what is required by staff groups and ensure these are developed.
  2. Identifying what is regularly (and routinely) used by staff groups and ensure that these continue to meet requirements.
  3. Remove (and archive) unused reports and screens that are not used
- To input and maintain the school timetable on Arbor.
  - Develop checking procedures to ensure all data is accurate and up to date ready for the school census – and that the information is accurate and consistent within school.
  - Assist the School Business Manager in carrying out the school pupil census.
  - To agree, implement and monitor a 'naming structure' in Arbor and to ensure that all staff follow the structure.
  - To lead and provide staff training and literature specific to the school's use of Arbor.
  - To keep abreast of, and respond to, current guidance, requirements, education development and good practice in relation to data management.
  - Provide a definitive directory of where the live data is stored and available.

## **Operational activities (administration) of Arbor**

- To ensure that all admissions and leavers data is recorded on Arbor accurately and promptly.
- To liaise with other schools/external agencies to ensure that all historical pupil data is received into school and recorded accurately.
- Maintain pupil data on Arbor with the correct and most up to date information, including pupil premium and free school meals.
- To liaise with the Medical Needs Coordinator to ensure that pupil medical data is accurate and up to date.
- To produce and update parent contact records and pupil information on Arbor.
- To send leaver pupil files (CTF) to students' new schools.

## **Attendance**

- To be the school's named Attendance Officer.
- Ensure daily attendance registers are accurate and completed in a timely fashion. Follow up any missing or incomplete data with the relevant staff members and/or external bodies.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate with Senior Leadership.
- Initiate and oversee the administration of absence procedures as outlined in the school's Attendance Policy including producing letters to parents/carers and ensuring they complete the necessary absence forms on WEDUC.
- To liaise with the reception team (and the Pastoral Team) regarding reasons for late arrivals including those pupils who are transported to school via taxi and record as necessary and escalate concerns as necessary.
- Produce and distribute daily absence reports to Senior Leadership and key staff.
- Prepare for and attend weekly attendance meetings and then undertake all agreed actions.
- To use data effectively to identify trends and patterns in attendance at an early stage and work with the Assistant Head Teacher to report to Senior Leadership.
- Produce and interpret attendance reports for Senior Leadership, identifying key statistics, reasons for absence and any patterns of concern.
- Produce attendance data and reports for the school census.
- To work with the Pastoral Team, senior staff and external bodies to improve attendance and reduce persistent absence across the school.
- To use Weduc, the school's communication portal, to send letters and information home.
- To produce and maintain the Weekly Attendance Percentage spreadsheet to inform the weekly meeting
- To work collaboratively with the Attendance Lead and parents/carers to ensure maximal attendance.
- To assist and check records prior to census to ensure that school attendance is accurate and up to date.
- To closely monitor the attendance of vulnerable groups and liaise with the Pastoral Team.
- To regularly check DfE and GCC platforms such as SchoolsNet for relevant updates and changes.
- To undertake the required CPD around attendance and attend termly, external meetings as necessary.
- To ensure that we comply with the school's statutory duties relating to "children who are absent from education" for prolonged periods and/or repeated occasions.
- To assist in a variety of administrative duties to support the smooth running of the school.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the School Business Manager and the Headteacher.

**April 2025**

# Person Specification

	Qualities
Qualifications training and experience	<p>Essential</p> <ul style="list-style-type: none"> <li>• Educated to A level / Level 3 standard – preferable in a maths/ICT subject.</li> <li>• Evidence of training in a school MIS system such as SIMs/Arbor or equivalent.</li> <li>• Experience of working in a similar role with equivalent expectations, regarding working to support staff and provide high quality detailed reports.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• ICT relevant qualification.</li> <li>• Experience of working in a School Attendance Officer role.</li> <li>• Experience of working in a school environment.</li> <li>• Evidence of training in Arbor.</li> </ul>
Knowledge and skills	<p>Essential</p> <ul style="list-style-type: none"> <li>• High level of ICT skills including Microsoft Excel.</li> <li>• Ability to use IT systems and to conduct analysis and produce reports.</li> <li>• Experience of using school based systems.</li> <li>• Experience in using Arbor or an equivalent MIS.</li> <li>• Experience of operating administrative systems, including Microsoft Office.</li> <li>• Evidence of good literacy, numeracy and ICT skills.</li> <li>• Creativity with the ability to analyse problems and use different approaches to resolve problems.</li> <li>• Knowledge of school procedures.</li> <li>• Excellent organizational, planning and time management skills.</li> <li>• Outstanding attention to detail.</li> <li>• High standard of literacy and numeracy.</li> <li>• Excellent verbal and written communication skills.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience in using Arbor or an equivalent MIS.</li> <li>• A working knowledge of Parent Pay, Weduc, SAM and other educational software packages.</li> </ul>
Disposition, attitude and motivation	<p>Essential</p> <ul style="list-style-type: none"> <li>• Effective communication skills.</li> <li>• Ability to ensure confidentiality.</li> <li>• Organised, proactive and self-motivated.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Ability to provide high standard of customer care and promote the school in a positive light.</li> <li>• Ability to work on own and as part of the office team.</li> <li>• Good time management skills.</li> <li>• Positive attitude.</li> <li>• The ability to relate well to both children and adults communicating clearly and calmly.</li> <li>• Be able to respond willingly and appropriately to new and unexpected situations.</li> </ul>



### **Mission Statement:**

**“Learning and Achieving Together”**

### **Vision Statement:**

The school wishes to be recognised as a dynamic, vibrant, centre of excellence that is an integral part of the local community and county’s provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

### **The Aim of the school:**

**‘To provide a supportive learning community that enables all children to thrive’**

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.



# Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre are new, attractive and spacious buildings being built in 2013 and 2017 respectively. Our third phase of our building project, Knight View was completed ready for September 2021. The learning and working environments are second to none.



## Contact Details

Alderman Knight School  
Ashchurch Road  
Tewkesbury  
Gloucestershire  
GL20 8JJ

Main Reception - **01684 295639**

Email - [hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk)

Website - [www.aldermanknight.gloucs.sch.uk](http://www.aldermanknight.gloucs.sch.uk)

Applications can be submitted through Eteach using the following link:

To contact Alderman Knight School to arrange a visit or for further information please email:

[hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk)