



Ashlawn School
Welfare & Attendance Officer



ASHLAWN
SCHOOL

Welcome from the Principal

As the Executive Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Executive Principal

About the Role

Thank you for your interest in the position of Welfare and Attendance Officer at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School is recruiting a Welfare & Attendance Officer who will be an integral member of our support staff team, working with us to formulate and realise our ambitious strategic vision for a world-class education.

Your specific remit will be to work closely with the Admin Services Team Leader to actively monitor pupil attendance and welfare. You will be a positive and proactive individual with prior experience of school attendance. You will be a flexible team player, who responds well to the unique challenges and quickly changing environment of our large secondary school.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Ashlawn?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the

chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Ashlawn School
Job Title:	Welfare & Attendance Officer
Salary:	NJC12 to NJC17 £28,598.00 - £31,022.00 FTE £25,009.49 to £27,129.30 <i>actual salary</i>
Contract:	37 Hours per week Term time plus 10 days Permanent
Responsible to:	Admin Services Team Leader
Key relationships/Liaison with:	All pupils and staff at Ashlawn School. All staff at Ashlawn School represent the values, ethos and practice of the school to all of its stakeholders and wider community.
Job purpose:	<ul style="list-style-type: none"> • To work with the Admin Services team Leader and Warwickshire Attendance Service (WAS) to monitor, support and challenge families so that attendance at Ashlawn School is World Class. • To carry out home visits to ensure every child is safe and well. • To monitor requests for holidays and liaise with the Admin Services Team Leader and WAS regarding fines. • To undertake work in accordance with any rules and regulations relating to safeguarding and promoting the safety and welfare of children. • To work collaboratively with the Administration team. • To lead and develop rewards and trips and enrichment opportunities to support the personal development of students.
MAIN ROLE AND RESPONSIBILITIES:	
<p>Under the direction of the Admin Services Team Leader:</p> <ul style="list-style-type: none"> • To work with the Admin Services Team Leader and pastoral team to monitor and support 	

pupil attendance, including the management of the staged letter process in accordance with the Attendance Policy.

- To ensure the school meets the attendance target of 95% for all students where possible
- To work in line with Working Together to Improve School Attendance – August 2024
- To carry out home visits in accordance with the ‘Missing from Education’ flowchart
- To monitor, track and report the punctuality of all students
- To monitor, track and report the truancy of all students
- To contact parents/carers or wider stakeholders as directed
- To answer the phone energetically and with enthusiasm, managing and directing calls effectively
- To deal with difficult or challenging parents/carers, de-escalating and ensuring that the school’s policies are followed at all times
- To carry out general administration duties as required
- To actively contribute to the wider culture and ethos of the school.
- Any other duties deemed reasonable by the line manager.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

Staff, Performance Management and Professional Development

To work with your line manager in order to ensure you fulfil the expectations of the annual performance cycle.

Premises and Administration

To ensure that the office environment is safe, well maintained and in keeping with the School Health and Safety policy, reporting any concerns directly to the Site Services Officer.

Safeguarding

To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children

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Person Specification

Job Title: Welfare and Attendance Officer
Responsible to: Admin Services Team Leader

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<p>Minimum GCSE (or equivalent) grade 4 in English and Maths</p> <p>To hold a Full UK Driving License with appropriate insurance</p>	<p>Further relevant qualifications, e.g. A Levels, Bachelors level qualification, DSL Training, First Aid Training.</p> <p>Relevant administration or Business Management qualifications.</p> <p>Experience with SIMS / EDULINK/ CPOMS / Studybugs</p>
Experience	<p>Experience of Attendance Monitoring</p> <p>Demonstrable enthusiasm for working with young people and as part of a team</p> <p>Experience of supporting children / young people</p> <p>Experience of front of house / administrative roles</p> <p>Demonstrate a commitment to understand the CARE values and those values of the wider Transforming Lives Educational Trust.</p>	<p>Experience of safeguarding protocols</p> <p>Experience in a secondary school setting</p> <p>Experience of working in similar roles</p> <p>Experience of administrative roles</p>
Knowledge/Skills (Ability to)	<p>Experience of Attendance Monitoring</p> <p>Demonstrable enthusiasm for working with young people and as part of a team</p>	<p>Experience of safeguarding protocols</p> <p>Experience in a secondary school setting</p>

	<p>Experience of supporting children / young people</p> <p>Experience of front of house / administrative roles</p> <p>Demonstrate a commitment to understand the CARE values and those values of the wider Transforming Lives Educational Trust.</p>	<p>Experience of working in similar roles</p> <p>Experience of administrative roles</p>
Personal Qualities	<p>Able to demonstrate the appropriate motivation to work with young people</p> <p>Able to form appropriate relationships</p> <p>Able to maintain exemplary levels of adherence to safeguarding expectations</p> <p>Able to demonstrate initiative and work constructively as part of a team</p> <p>Having an exemplary eye for detail</p> <p>Flexible approach</p> <p>Good communication skills</p> <p>Self-motivated, hardworking, able to use initiative and requiring minimal guidance and supervision</p> <p>Demonstrates tact, discretion and confidentiality</p> <p>Demonstrate leadership skills</p>	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 2 February 2026
- **Closing date:** 12 February 2026 (9am)
- **Final shortlisting:** TBC
- **Final panel process:** TBC