



Ark Soane Academy

Attendance Manager

Location: Acton, London – a five-minute walk from Acton Town tube station

Contract: Full-time hours, term time only, permanent contract

Start date: ASAP

Salary: Ark Support Scale- Band 5, Points 5-13

Closing date: Applications will be considered on rolling basis and early applications are advised.

Interviews: TBC

Opportunity for an exceptional candidate to support the expansion of a high performing a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in 2021. We will have 900 pupils in Years 7-11 from September 2025. Pupils will be sitting their GCSE exams for the first time and preparing for progression to A-level.

Ark Soane seeks to redefine what is possible in education. Our model is “simplicity delivered expertly”: by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our pupils with a compelling aspiration-raising ethos we seek to transform the future of pupils in a highly deprived community.

Behaviour at Soane is exemplary enabling you to deliver exceptional lessons. Pupils are entirely bought-in to the values and ethos of the school and know that they are fortunate to attend a school where the quality of education is exceptional and where love, warmth, respect and the highest standards permeate every interaction. Pupils are a pleasure to teach and you can always expect a “thank you miss” when pupils leave your classroom.

We are a community of professionals learning together who believe we can all become exemplary teachers. We have a truly open-door culture where frequent low-stakes feedback is the norm. We value the input of all of our staff and collaborate to ensure the academy continues to improve as it expands. We frequently host teams of domestic and international educators who come to learn from us and help us shape our provision.

Ark Soane Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer:

- Twice as many training days as standard.
- Weekly staff training designed to meet the needs of the school.
- Coaching for every teacher.
- Protected co-planning time.
- Access to high-quality, regular professional development.
- Opportunities to collaborate with colleagues across the network.

The Role:

We are recruiting an exceptional team of staff to support the next stage of development of a genuinely transformational school. We are looking for candidates who are able to demonstrate the highest expectations of pupil effort and conduct and are able to do so with kindness and warmth.

As the Attendance Manager, you will play a crucial role in ensuring the regular attendance of all pupils at Ark Soane; supporting pupils and their families along with liaising/working closely with other agencies.

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member that joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

You will:

- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it.
- Be committed to Ark’s ethos of high expectations for every pupil in both academic achievement and personal development.
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning.
- Have the drive, skills and resilient character required to help develop a new school.
- Be reflective about the Academy and committed to securing its continued development.
- Value and support practices driving continued progress across the network of Ark schools.



Job Description



Key Responsibilities

- To ensure regular attendance of all pupils at Ark Soane Academy, by supporting pupils & families and liaising and working closely with other agencies.
- To promote the importance of good attendance – ensuring that pupils, parents & carers understand that regular school attendance is a parental responsibility, and that attendance and attainment are inextricably linked.
- To establish and implement best practice procedures and promote positive attitudes towards attendance within the academy.
- To act as the main contact for all attendance issues and ensure reasons for absence are obtained and verified.
- To carry out daily tasks to ensure that the correct attendance marks are recorded and first day absence contact is made, to ensure all absences are risk assessed each day and escalate high risk absences as needed.
- To liaise with families, school staff and external agencies (including Educational Welfare Officer) to ensure prompt, consistent and rigorous intervention with poor attendance.
- To provide guidance and support for persistent absentees and monitor progress against targets.
- To undertake home visits where necessary and ensure meticulous records of actions and outcomes are kept.
- To support the Inclusion Team, instigating and delivering strategies to target improvements in attendance for pupils recognized as being at particular risk of poor attendance and exclusion.
- To monitor and report on progress against attendance targets.
- To produce accurate data showing attendance trends for groups of pupils and propose initiatives to improve attendance.
- To meet with the Heads of Year and Pastoral VP on a regular basis to review individual student's attendance and progress towards whole school and year group targets.
- To ensure school compliance with statutory attendance requirements.
- To participate in staff meetings and agreed relevant working parties.
- To uphold the professional standards expected of every member of the school's staff in all dealings with colleagues, pupils, parents & careers and

- the wider community.
- To take responsibility for managing personal caseloads.
- Take responsibility for the pupil admissions process, including but not limited to, maintaining relevant databases, managing pupil files, supporting pupil induction and liaising with the school's Local Authority admissions team.
- To undertake broader administrative duties as required as a member of the school office.
- Undertake any other professional duties as set down in the Ark pay and conditions of service document, and as directed by the line manager.

Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact, and diplomacy.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

For more information about our school, please visit: www.arksoane.org. To arrange a confidential conversation with the Principal about this role, please contact Tabetha Stafford at T.Stafford@arksoane.org or phone 020 81615608.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined [here](#) but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person specification



Qualification criteria

- Maths and English C+

Knowledge, Skills and Experience

- Experience of administrative or secretarial duties.
- Experience of using and maintaining databases or management information systems.
- Previous experience of working in a school/Local Authority dealing with student attendance (desirable).
- Experience of working with young people and their families in a professional setting.

Personal Characteristics

- Genuine passion for working in an academy and a belief in the potential of every pupil
- Professional outlook, highly organized, able to multi-task and meet deadlines.
- Helpful and positive nature and ability to stay calm and diplomatic under pressure.
- Understanding of the importance of confidentiality and discretion.
- The ability to work constructively as part of a team, contributing to the development of the role.
- Strong administrative and organizational skills.
- Excellent listening skills, literacy skills, numeracy skills and ICT skills
- Strong interpersonal, written and oral communication skills.
- The ability to skillfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders.
- The ability to develop positive relationships with all young people.
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.
- High levels of honesty and integrity.

Other

- Right to work in the UK.
- Commitment to equality of opportunity and the safeguarding and welfare of all students.
- Willingness to undertake training.
- This post is subject to an enhanced DBS check.

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Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when it occurred. To read more about Ark's safer recruitment process, please click this link.





Ark Soane
Academy

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