



Attendance Officer

Trentham Academy, part of the City Learning Trust

Level: 7

SCP: 17 - 22

Salary: £27,011 per annum

Hours: Term time only

Closing date: 11th May 2026

Interview: 20th May 2026

Start date: TBC



City Learning Trust

Inspiring Outstanding Achievement

**United by our
values, we place
children and young
people at the heart
of all we do.**



Job Description

Attendance Officer

At the heart of Trentham Academy are our core values, which shape every aspect of school life:

- Respect
 - Responsibility
 - Optimism
 - Integrity
- Do you communicate with respect and approach students and families in a calm, supportive way?
 - Can you promote responsibility by encouraging positive attendance while offering understanding and guidance?
 - Do you bring optimism, helping every school day feel like a positive opportunity?
 - Do you work with integrity, handling sensitive information professionally and fairly?

Welcome to Trentham:

An academy working together to
Aspire, Endeavour and Achieve



About the role:

The Attendance Officer will play a vital role in supporting students to attend school regularly and feel positive about their place within the Academy. Working closely with students, families, and staff, the role focuses on building trusting relationships, removing barriers to attendance, and ensuring every student feels welcomed, valued, and supported each day.

What you'll be doing:

- Building positive, respectful relationships with students and families
- Encouraging responsibility and accountability in a caring way
- Working collaboratively with pastoral and safeguarding teams
- Supporting early intervention and practical solutions
- Promoting a welcoming and inclusive academy culture

We are looking for someone who:

- Has an approachable, calm, and supportive presence
- Who is sensitive to individual circumstances and challenges
- Is committed to improving outcomes through positive attendance
- Is patient, understanding, and solution focussed

United by our values, we place children and young people at the heart of all we do.

What we offer:

- A welcoming, supportive school community.
- A caring and friendly team who look out for one another.
- Ongoing training and development opportunities.

If this sounds like your cup of tea, we'd love to hear from you!

If you want to know more about us and the work our Trust is doing, keep reading, or visit our website - www.trenthamacademy.coop

Safeguarding:

Trentham Academy and the City Learning Trust are committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to safer recruitment checks, including an enhanced DBS check. All staff are expected to act in line with statutory safeguarding guidance at all times



Dear Colleague

Re: Attendance Officer

Thank you for your interest in Haywood Academy.

Haywood Academy has a dedicated and talented team of staff who are committed to ensuring that the young people in its care are supported and nurtured to achieve the very best they can. Staff work closely with all of the Academies in the Trust to improve outcomes and life chances for our young people and enjoy a particularly effective relationship with CLT central staff, who work across all of the Trust's Academies.

If you want to work in a partnership of Academies committed to cooperation and collaboration; unlock talent and fulfil potential, then this post is just right for you. In return, you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the City Learning Trust.

The successful candidate will demonstrate excellent practice to ensure that all of our young people have the richest quality of education we can provide. We would like a candidate who has a passion to develop standards, pedagogy and practice, will be child-centred and able to inspire young people to be the best that they can be.

You will join the Trust at an exciting time. we have a unique bespoke Professional Growth programme and remain committed to bespoke CPD for all staff who work with children. We also have an extensive professional support package available to all CLT employees to ensure you can be the best you can be for the young people every day.

As Chief Executive Officer, I am proud to provide strategic leadership in line with the culture, ethos and values of the Trust and its member Academies. The Trust Board has unwavering expectations to deliver the highest quality educational experiences and outcomes for the children and young people in its care.

If you are interested in having an informal conversation about this opportunity and/or wish to arrange a visit to the Academy please contact the HR Director, who will arrange such (01782 853535). The letter in support of your application should be no more than 2 sides of A4. You may, if you wish, submit a CV with your application but not instead of it. Please send your application to HR@citylearningtrust.org.

Dr Carl Ward

Chief Executive Officer



United by our values, we place children and young people at the heart of all we do.



It is my pleasure to introduce Trentham Academy. I am immensely proud of this academy and delighted to be its Principal. Trentham Academy has the strength, character and further potential to be a leading centre of education both nationally and globally.

At the heart of Trentham Academy are our core values:

- Respect
- Responsibility
- Optimism
- Integrity

These principles shape every aspect of school life and guide our commitments to nurturing both academic excellence and personal growth. While we are proud of our strong academic outcomes, we believe that education is about far more than exam results.

Our students benefit from a rich and varied curriculum that sparks curiosity and ambition, complemented by a wide array of extra-curricular opportunities to help them develop into confident, capable and well-rounded individuals. This includes opportunities created through the Character and Arts Foundation – a unique organisation, brought to life by the City Learning Trust, for the children of Stoke-on-Trent.

At Trentham Academy, students use their individual iPads and we have a strong emphasis on digital literacy and communication embedded throughout the curriculum, we are equipping our young people with the skills they need to thrive in an ever-evolving world.

We are proud of our excellent staff, who are dedicated to nurturing every student's potential. Our inclusive ethos ensures that all young people feel supported, valued, and empowered to succeed. We also offer outstanding opportunities for student leadership, helping our learners develop the skills and confidence to shape their own futures.

At Trentham Academy, we care deeply about every student's journey. We want the very best for each individual – academically, personally and socially - so that they are prepared for lifelong success.

If this describes a learning environment that you want to be a part of, I look forward to meeting you and hearing about how you can contribute to the future success of our academy and its students.

Emma Wagg
Principal, Trentham Academy



United by our values, we place children and young people at the heart of all we do.

City Learning Trust

City Learning Trust is a family of academies sharing resources and expertise: united by our values, we place children first in everything we do.

We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.

Children in the City Learning Trust have the best opportunities to develop their education and skills. Our mission is to provide the strongest start in life to enable our community to contribute in their own futures. We don't just want them to be employed, we want them to believe that they can change the world with their choices. There are no limits for any of our children as we inspire them to be lifelong learners and fully rounded citizens so they can adapt in an ever- changing world.

In our Trust, education is linked up from 3 to 19. Skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility as well as tolerance, understanding and compassion.

In recognition of our Professional Growth Package opportunities for children through the Character and Arts Foundation and our leadership programme we were awarded Multi Academy Trust of the year in December 2023.

Our values are important to us and guide the work we do:

Ambition: Our academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.

Cooperation: We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.

Commitment: Our academies are a family of Academies with a common bond, dedicated to the communities that they serve.

Creativity: We encourage innovation and the use of imagination and original ideas in all our Academies.

Leadership: We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.

Respect: We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.

The Trust is on a journey from Good to Great. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member academies to become greater than the sum total of their parts.

The City Learning Trust is a registered charity and a DfE sponsor. We have a range of strategic partners and work closely with a number of multi-academy trusts to raise standards.



Professional Growth with the City Learning Trust

Our Professional Growth model offers a unique and comprehensive package of support for our teachers, education support staff and leaders. It is the first of its type across the country and puts professional learning at the heart of your professional development.

The City Learning Trust offers a comprehensive CPD package for you to advance your own professional skills for the good of our children. We have two priorities:

- **Developing and recruiting great staff to unlock and deliver for young people - without fail**
- **World class experiences and outcomes for our young people - always**

The City Learning Trust understands that you cannot have one without the other. To be able to give our children what they need, we must give you everything that you need to be the best that you can be in this demanding profession.

The programme is bespoke to your individual needs and is built around you. The work you undertake will be connected to your performance management cycle to ensure that you can truly focus on mastering improvements.

All City Learning Trust employees also have access to a range of benefits, discounts, salary sacrifice schemes and well-being support packages to allow them to be the best they can be for our young people - always.

During the CPD programme you will have the opportunity to:

- Network with colleagues across the Trust;
- Undertake professional research into your area of development;
- Arrange professional discussions for coaching and mentoring;
- Participate in #CLTTogether events;
- Use the time to progress your own national professional qualifications;
- Arrange visits to our partner academies;
- Participate in holistic well-being opportunities.

Building Talent programme

The City Learning Trust has developed its own talent management strategy as part of its Professional Growth commitment.

We are entirely committed to nurturing the talents of our workforce's aspirations to have as broad an impact as possible for the benefit of our young people.

If you have a particular goal in mind for your career, we are committed to supporting you in your Professional Growth journey.

Rewards and Recognition

This is key to the development of our City Learning Trust culture.

As an employee of ours, you will be recognised for your efforts through:

- Access to a range of salary sacrifice schemes, extending from healthcare benefits to discounts on personal electronic devices;
- Regular engagement to consult with you about your experience as a colleague in the City Learning Trust and your opinions on how we could do things differently;
- Recognition from a whole Trust awards event that celebrates your success and commitment across the year.



Person Specification

Qualifications and Experience

Appropriate qualification relevant to this role - **desirable**

GCSE Grade C or above in English and Maths - **desirable**

Skills and Attributes

Effective communication and interpersonal skills, with the ability to build positive relationships with students, colleagues and parents/carers - **essential**

Highly organised, able to prioritise workload, meet deadlines and remain calm under pressure - **essential**

Able to follow instructions, recognise procedures and operate in a safe way - **essential**

To work in accordance with academy safeguarding policies and procedures - **essential**

Experience and Knowledge

Working in an education environment - **desirable**

Working knowledge of Microsoft office - **essential**

Personal Qualities

Ability to work under pressure and prioritise effectively

Commitment to maintaining confidentiality at all times

Ability to work effectively as part of a team

NOTE: This job description may be amended at any time in consultation with the postholder.

The City Learning Trust and Haywood Academy are committed to safeguarding our young people. All applicants and candidates will be subject to all relevant checks and procedures in accordance with our safeguarding policy.



City Learning Trust

Inspiring Outstanding Achievement

