



KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Employee Benefits



Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:

Local Government Pension Scheme (18% employer contribution).

Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).

Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.

Subsidised onsite catering facilities.



Well-being support

Health Assured Employee Assistance Programme:

Free, confidential 24/7 support and counselling.

Flexible working options and well-being initiatives.



Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.

Free ample onsite parking.

Membership discounts at leisure centres.



Community and Additional Opportunities

Collaborative and supportive staff culture.

Some of these offers are subject to conditions and may change. See provider for full details.

Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

At King James's School, our core values—Ready, Respectful, and Engaged—are at the heart of everything we do, shaping the attitudes and behaviours of our students and staff alike. Guided by our vision “To set no limits on what we can achieve,” we foster a culture of high aspiration and continuous growth. As a school grounded in unconditional positive regard, we believe that strong, respectful relationships form the foundation of effective learning and personal development. Our relationship-based approach ensures every student feels valued, supported, and empowered to thrive, while our staff are committed to nurturing an inclusive and inspiring environment where everyone can succeed.

We have plenty of skills and qualities that we consider important, but we also have a lot to offer to prospective candidates. First and foremost, the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but the vast majority are well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school; the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire is not just a great place to teach, it is a great place to live.

The extra-curricular life of the school is rich. Most staff who work here involve themselves in it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward-facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND, alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time, we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

We believe in collaborative working with other schools. We are proud of the relationships that we have fostered, including taking the lead role within the White Rose Alliance for School Direct. We are also federated with another local school, Boroughbridge High, for whom we provide 6th form provision and some non-teaching support.

Thank you for considering King James's School and we look forward to receiving your application.

Miriam Oakley
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Attendance Officer

Term Time Only plus 5 days

37 hours per week, Monday to Friday. Permanent

NYC Grade D - £22,412 - £23,128 actual (Full time Equivalent 25,185 - £25,989)

We are offering an exciting opportunity for an energetic individual who will be responsible for administrative support to promote whole school attendance strategies in order to improve attendance levels and reduce persistent absence. The ideal candidate will be solution focused, have excellent communication skills, both written and verbal as well as a good attention to detail and an enthusiastic approach to your work, ability to motivate and engage our students and families.

We are currently seeking to appoint an Attendance Officer to work within our pastoral team helping to monitor the attendance and punctuality of students. The role will also involve working with families to improve their children's access to learning and enable all young people to maximise their educational opportunities, especially those in vulnerable groups that may need additional support.

We place students at the centre of everything we do, with a focus on creating a culture of success, a positive climate for learning, and increased student attainment, achievement and social and emotional development. You must possess the skills and determination to make a significant difference to the lives of our students.

You should have excellent communication skills, including advisory and persuasive skills along with the ability to establish positive and effective relationships. Experience of working with Bromcom or a similar data management system is essential in addition to a level 2 qualification or equivalent education.

We offer a competitive salary, access to a contributory local government pension scheme and other additional staff benefits.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

Completed applications must be submitted via email to:

recruitment@king-james.co.uk

By Friday 10th July 2026, 08.00am.

Interviews to be held: Tuesday 14th July 10.30am onwards

Please note that CVs will not be accepted.



How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed applications must be submitted via email to: recruitment@king-james.co.uk
by: **Friday 10th July 2026, 08.00am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

KING JAMES'S SCHOOL, KNARESBOROUGH

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

ATTENDANCE OFFICER

Post title:	Attendance Officer
Grade:	D
Responsible to:	Business Manager/Assistant Head/ Data Manager
Staff managed:	None
Directorate:	Children and Young People's Service
School name:	
Job family:	E - Education/School
Date of issue:	August 2023

Safeguarding Statement

- Works within the school, promoting good attendance and identifying students with poor attendance and working with them and their families to improve their attendance at school.
- Enhanced DBS clearance required

Job Purpose:

The core focus of this job is to complement the professional work of teachers by taking responsibility for implementing the schools Attendance Policy and improving the attendance of students. Works with identified students whose attendance is a barrier to their performance. Responsible for recording, monitoring, evaluating and reporting on attendance data.

Operational Management:

- Communicates with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties
- Report any child who is absent without reason to the pastoral team as a potential safeguarding issue
- Accurately input absences, including reasons for absences, onto the school's MiS system
- Produce a daily absence list
- Monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students
- Work with identified poor attendance and disengaged students and their parents/carers on short- and medium-term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate
- Monitor and evaluate the effectiveness of strategies with individual students
- Actively promote good attendance with all students and promote the school's attendance policy and strategy
- Administer student holiday request forms
- Undertake general administration duties as required
- Develop support materials and information to communicate clearly to students the school's attendance policy, raising the profile of attendance and punctuality within the school

Communication:	<ul style="list-style-type: none"> • Communicate with school staff to update them on student attendance and work with the staff to identify students with issues that are affecting their attendance at school • Develop and maintain effective contact and communications with parents/carers and families, including home visits where appropriate • Meet regularly as part of the Attendance Team and Pastoral Team to discuss current issues and developments relating to attendance and punctuality • Establish links and communicate with feeder schools to gain any relevant information about attendance records of new students • Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate • Provide advice for students returning after long periods of absence, encouraging them and assist in planning their re-integration
Partnership or Corporate Working:	<ul style="list-style-type: none"> • Attends meetings with external agencies as appropriate and follow up on actions required
Skills Development:	<ul style="list-style-type: none"> • To demonstrate and advise new staff on the accurate recording of student's attendance on the register • Participate in team meetings and attend any necessary training events • Participate in the school's performance management system
Safeguarding:	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
Systems and Information:	<ul style="list-style-type: none"> • Ensure that staff have completed the registers • Maintain an accurate system for students signing in and out of the school • Provide accurate and up to date statistical data and reports • Oversee the signing in late procedures and ensure that minutes late are recorded on the school's MIS system • Maintain records of all communication with parents/carers
Planning and Organising:	<ul style="list-style-type: none"> • Assist in developing systems and procedures to improve attendance

Person Specification:	
Essential	Desirable
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • An understanding of issues that may affect a student's ability to attend school • Experience of working with SIMS or a similar data management system • Administrative experience • Experience of working with children and young people and their parents/carers 	<ul style="list-style-type: none"> • Knowledge of attendance regulations and targets • Knowledge of child protection legislation and procedures • Knowledge of school procedures • Experience of working in a school environment • Experience of implementing attendance policies
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Excellent communication skills, including advisory and persuasive skills • Ability to establish positive and effective relationships with children and young people • Organisational skills • Excellent ICT skills • Analytical skills • Ability to keep accurate records • Ability to work successfully as a team • Ability to work on own initiative • Confidentiality • Report writing skills 	

Behaviours <ul style="list-style-type: none">• link	
Qualifications <ul style="list-style-type: none">• Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills	<ul style="list-style-type: none">• Level 3 qualification in business/finance/administration or equivalent
Other Requirements <ul style="list-style-type: none">• Enhanced DBS clearance• Commitment to the school's policies and ethos• Commitment to Continuing Professional Development• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes.• Flexibility	