



THE GRANGE
SCHOOL

Recruitment Pack
Cover & Attendance Officer



Welcome

The Grange School is one of the great success stories of independent education, shaped by over forty years of sustained growth, ambition and achievement. Founded in 1933 as a Kindergarten and Preparatory School, the School took a bold and transformative step in 1977 with the introduction of secondary education. Since then, The Grange has grown steadily, developing an outstanding academic reputation alongside a strong and supportive school community.

Today, The Grange educates 1,180 students aged 3–18, with approximately 400 students in the Junior School and 780 in the Senior School, including a vibrant Sixth Form. The School is consistently amongst the highest-performing independent schools in the North West and is widely regarded as one of the leading co-educational day schools in the country.

Academic standards are high, and outcomes place The Grange towards the top of national independent school league tables, with strong GCSE and A-level results and the majority of students progressing to their first-choice universities.

Just as importantly, The Grange is a very happy place to work and learn. Relationships between staff and students are warm, respectful and purposeful. Expectations are high, and the School is busy and dynamic, but it is also collegiate, supportive and professionally rewarding. Staff are encouraged to be ambitious, reflective and creative, within a culture that values collaboration and mutual respect.

Above all, our purpose is to help young people truly flourish. We believe in educating the whole person, supporting each student to discover and develop their individual strengths, talents and passions. Through challenge, encouragement and opportunity, we prepare our students not only for academic success, but for fulfilled and purposeful lives beyond school.

If you would like to discuss this vacancy please contact Mrs Lynn Geary, HR and Governance Officer by email to: recruitment@grange.org.uk, or call 01606 539039.

Dr Lorraine Earps
Head



Hartford, Cheshire

The Grange School is situated in Hartford, a thriving village that combines a strong sense of community with excellent regional connectivity. Closely linked to the nearby market town of Northwich, Hartford sits within the historic Vale Royal of Cheshire and is ideally positioned between Manchester and Liverpool, with Chester just 15 miles away.

The area offers an outstanding quality of life. Beautiful countryside is always close at hand, while hills, coastline and mountain landscapes are all easily accessible. At the same time, nearby cities provide rich cultural, sporting and commercial opportunities, complementing the more peaceful pace of village and rural life.

A wide range of housing is available locally, catering for different lifestyles, stages of life and budgets. Both staff and students travel to The Grange from a broad geographical area, drawn from a mix of urban, suburban and rural communities.

Overall, the location combines accessibility, natural beauty and a high standard of living, making Hartford and the surrounding area an excellent place to work, live and belong.





Cover & Attendance Officer

The Opportunity

Actual Salary: £14,820 per annum

Reporting to: Deputy Head

Working hours: 25 hours per week, working Monday - Friday
7:20am - 12:30pm, term time only plus Inset Days

The Grange School is seeking to appoint a highly organised and dependable Cover and Attendance Administrator to play a vital role in the smooth daily operation of the School.

This is a key administrative position responsible for coordinating staff cover to ensure continuity of teaching in the event of absence, alongside managing student attendance processes in line with school protocols and safeguarding expectations.

Working early each day, you will liaise with teaching staff and leaders to deploy cover efficiently and support the monitoring and follow-up of pupil absence, including communication with parents and carers.

We are looking for someone who is:

- Highly organised, calm, and able to work under pressure
- Confident in making decisions in a fast-paced environment
- Skilled in administrative systems and communication
- Committed to safeguarding and the welfare of children

This role is ideally suited to someone who enjoys structured, operational work and is able to contribute significantly to the daily rhythm of school life.

Purpose of the Role

To ensure the effective coordination of staff cover arrangements for teacher absence and to manage student attendance processes, ensuring accurate records, timely follow-up, and compliance with school policies and safeguarding requirements

Cover & Attendance Officer Responsibilities

Cover Coordination

- Manage the daily cover process for teaching staff absence
- Allocate cover staff to lessons in a timely and efficient manner
- Liaise with teaching staff, supply agencies, and senior leaders regarding cover needs
- Maintain accurate records of staff absence and cover allocation
- Ensure cover arrangements are communicated clearly to staff each day
- Support forward planning for known absences where possible

Attendance Administration

- Monitor and review student registers daily to identify absences
- Record and update attendance information accurately on the School's management information system
- Follow up unexplained absences promptly in line with school procedures
- Contact parents/carers via telephone, email, or other agreed communication methods to establish reasons for absence
- Maintain accurate records of communications and reasons for absence
- Escalate attendance concerns in line with safeguarding and attendance protocols

Safeguarding and Compliance

- Ensure all absence follow-up supports safeguarding expectations (e.g. first-day response)
- Identify and escalate patterns of concern (e.g. repeated or unexplained absence)
- Work closely with pastoral staff and safeguarding leads where concerns arise
- Maintain confidentiality and handle sensitive information appropriately.

General Administration

- Provide administrative support related to attendance and staffing where required
- Contribute to reports on attendance and staff absence as requested
- Support the continuous improvement of systems and processes
- Undertake training relevant to the role, including safeguarding



A photograph of two young girls in school uniforms and yellow vests. One girl is holding an orange ball above her head. The background is a blurred outdoor setting.

Cover & Attendance Officer

The Person

Qualifications & Training

Essential

- GCSE English and Maths (Grade 4/C or above or equivalent)

Desirable

- Administrative or business-related qualification
- Training in safeguarding or attendance systems

Experience

Essential

- Experience in an administrative or coordination role
- Experience of working with data and maintaining accurate records
- Experience of working in a fast-paced environment with competing demands

Desirable

- Experience working in a school or educational setting
- Experience of managing schedules, rotas, or staffing arrangements
- Experience of attendance monitoring or similar processes

Skills & Knowledge

Essential

- Excellent organisational skills and attention to detail
- Ability to prioritise and respond quickly to changing situations
- Strong communication skills, both written and verbal
- Ability to remain calm and professional under pressure
- Good IT skills (including use of management information systems and Microsoft Office)

Desirable

- Knowledge of school attendance procedures and expectations
- Familiarity with safeguarding responsibilities in a school environment

Cover & Attendance Officer

The Person

Personal Attributes

- Reliable, punctual, and highly organised
- Proactive and able to work independently
- Professional and discreet in handling sensitive information
- Approachable and able to build positive relationships with staff and parents
- Strong sense of responsibility and accountability
- Commitment to safeguarding and promoting the welfare of children

Additional Information

- The early start time is essential to ensure cover arrangements are in place before the school day begins
- The role is term time only in line with operational need
- The position is central to safeguarding, particularly in relation to first-day absence follow-up
- The role requires flexibility and responsiveness due to the unpredictable nature of staff and student absence



Employee Benefits

Here at The Grange School we offer a competitive package of employee benefits, including:

Employee Assistance Programme: with Health Assured

Healthcare: We have partnered with Benenden Health to look after your health and wellbeing. Healthcare membership gives employees access to healthcare services such as Medical Diagnostics, Medical Treatment and Surgery, Physiotherapy, 24/7 GP and Mental Health helplines. You can also take advantage of exclusive offers on other products including discounted health assessments, health, cash plans, travel and home insurance and discounts on self-funded treatments.

Pension: Aviva Pension Scheme

Fee discount: Up to 50% Discount on Student Fees

Use of on-site facilities: Staff have free membership to the school's onsite gym, outside of school hours and use of the sports hall. All staff can also take advantage of discounted ticket prices to shows at The Grange Theatre.

Social events: All new staff are invited to join us for a welcome meal and we also host an annual summer BBQ and Christmas party. A variety of wellbeing activities are also planned around school INSET days.

Staff discounts: The Grange has partnered with 'Benefit Hub' who offer discounts and money- saving deals on shopping, holidays, insurance etc. We have also partnered with local businesses who offer discounts on car maintenance and local gym memberships.

Subsidised lunch: in dining hall

Electric vehicle salary sacrifice scheme: with Octopus

Cycle to work scheme: Cycle scheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.





How to apply

To apply for this position please complete and return an application form and write a covering letter for the attention of the Head, Dr Lorraine Earps and send to: recruitment@grange.org.uk.

Applications can also be returned to us by post, to: The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

The closing date for applications is Friday 17th July 2026 at 12 noon with interviews planned to take place during week commencing 20th July 2026

The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974.



THE GRANGE SCHOOL

The Grange School
Bradburns Lane, Hartford
Cheshire, CW8 1LU
01606 539039
recruitment@grange.org.uk
www.grange.org.uk